



# **Global Wizard**

## **User's Guide**

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# Chapter 1: Introduction to Global Wizard

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## ***Overview***

In the past, when you've worked with export or import documentation, you've needed a complete set of legal guides and forms to type to prepare your shipment documents for international shipment. In many cases, you have had to type or write the same information over and over again onto different government forms to comply with legal requirements.

Now, instead of those stacks of forms, you can use Global Wizard. Global Wizard is an export documentation and compliance application that helps companies like yours generate trade documents and remain in compliance with trade regulations. Global Wizard lets you enter information once and then generate all the appropriate documentation for your shipment without you having to manually replicate the same information onto different documents.

Global Wizard is a Web application hosted and managed on the secure and reliable servers of Exits, Inc., which means any computer with a Web browser and an Internet connection is a workstation.

## Global Wizard Applications

Global Wizard includes a number of applications for shipment management and documentation creation, as well as information gathering for shipping.

### Shipment Wizard

With easy-to-use forms, Shipment Wizard lets you enter and edit complete, detailed information about individual shipments. You can fill out information for the shipment, such as the origination country and destination country, and then you can begin entering other details for the shipment.

Shipment Wizard lets you track literally hundreds of pieces of data about each shipment, such as:

- **Shipping Entities**, registered parties relevant to your individual shipment, including. Exporter, Bill To, Ultimate Consignee and more.
- **Transportation Information**, such as the carrier, destination, and departure and arrival dates and times.
- **Customs Information**, data relevant to individual transactions in Shipment Wizard's dynamic **Customs** screen, which evaluates the import and export countries and asks for pertinent data elements.
- **Products**, information from your master list of products, quantities, packaging information.
- **Financial Information**, such as Bank Drafts to facilitate payment.
- **Clauses**, custom statements to appear on individual documents.

Once you have entered this information for a shipment, Global Wizard's Document Generation Engine uses the data you entered to create the documents you need for your shipment.

Global Wizard allows you to view and print these required documents, and Global Wizard can add your corporate logo. The document generation engine contains an extensive and expanding library of dozens of standard documents.

You can duplicate similar shipments to decrease data entry and store a master list of products and shipping entities to ensure quick, accurate entry.



## **Denied Persons**

Global Wizard maintains a Denied Persons List (DPL) for use to satisfy the legal requirement to preclude sales to firms/persons, related subsidiaries (domestic and international), and alliances known to violate laws and regulations contrary to security interests.

Global Wizard Denied Persons List incorporates many names and is updated frequently and automatically.

Because a manual review of the Denied Persons list represents a time consuming and error prone endeavor, Global Wizard Denied Persons Screening offers the following features for searching the list:

- Screening of Denied Persons in five distinct processes, including exact match, starts with, ends with, contains, and a Soundex (phonetic similarity) search.
- An Event Control Log to assist users to manage their search results and actions taken on the results.
- The ability to add your company's own Denied Persons for inclusion within searches.
- A search report that displays a search result snapshot of any given search.

## **Requirements Guide**

Global Wizard Document Requirements Guide contains up-to-date document requirements for shipping to over 200 import countries from over 200 export countries.

This user-friendly guide allows you to select an export country and instantly receive an updated list of the documents needed from that country to the rest of the countries in the world.

You have immediate access to:

- Types of documents needed to ship to a particular country.
- The required number of originals and copies of documents.
- Quick preparation of a document.
- Specials Alerts and/or Notes that apply to those documents.
- Complete information about the country, including map, language, population, currency ISO Code, Air/Sea Ports and other information.
- Web links that instantly link you to country government web sites.

## **Information Guide**

Instantly research and review Global Wizard's encyclopedia of trade terms, definitions, and other useful information. Frequently updated, this Information Guide can provide data pertinent to daily transactions involving banking, commerce, customs, distribution logistics, supply chain management, and transportation.

With Global Wizard Information Guide, your company gains immediate access to a centralized database of essential trade requirements, an obvious productivity enhancement and cost-effective tool applicable to a worldwide audience.



# Chapter 2: Getting Started with Global Wizard

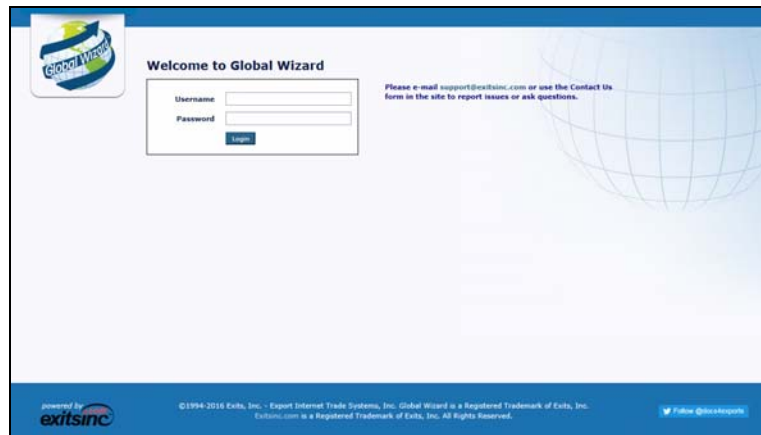
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## *Logging into Global Wizard*

Before you can begin using Global Wizard, you need to log into the Global Wizard system.

To log into Global Wizard:

1. Open your Internet Explorer Web browser.
2. In the **Address** edit box, type:  
  
`https://gwiz.exitsinc.com`
3. The login page displays:



In the **Username** edit box, type your username.

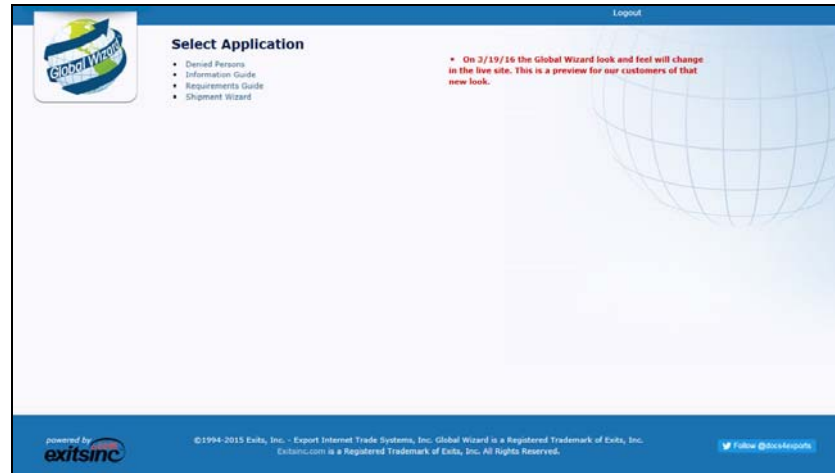
4. In the **Password** edit box, type your password.
5. Click **Login**.

Global Wizard checks your username and password and logs you into the Global Wizard system with the appropriate rights and privileges associated with your username.

The functions you can perform depend upon the rights assigned to this user account. Hence, you might not be able to perform some of the functions described in this document if your user account does not allow you those privileges.

## Choosing an Application

Once you have logged into Global Wizard, you can select the application with which you want to work. The **Select Application** page might look like this:



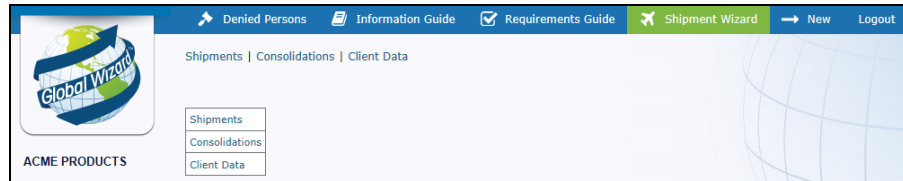
The applications available to your user account depend upon the rights and access granted to your user account. You might not have access to some of these applications or the screens within these applications.

You can click:

- **Denied Persons** to examine and search a list of persons to whom shipment is denied. For more information, see “Reviewing Denied Persons.”
- **Information Guide** to review helpful information about general shipping conventions and specifications. For more information, see “Reviewing the Information and Requirements Guides.”
- **Requirements Guide** to review required documentation for shipments between countries. For more information, see “Reviewing the Information and Requirements Guides.”
- **Shipment Wizard** to create, edit, or close shipments. For more information, see “Managing Shipments with Shipment Wizard.”

## Navigating Global Wizard

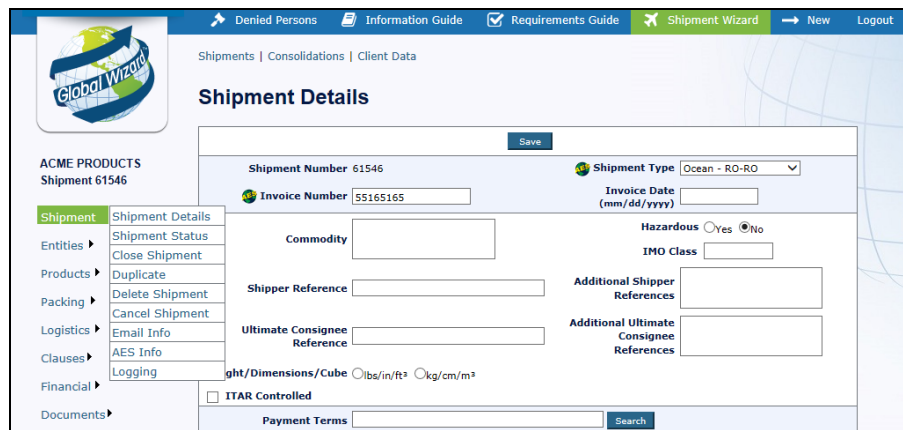
After you have chosen an application in the Global Wizard system, you can choose another application by clicking a navigational link that displays beside the Global Wizard logo:



In addition to choosing an application, you can click **New** to review a list of changes made to the Global Wizard application or log out of the Global Wizard system.

You might want to log out from the Global Wizard application when you leave your workstation as a security precaution or to abide by your company's security policies.

When you are working within an application, you will notice one or more alternate submenus that let you choose different pages within the application. For example, within Shipment Wizard, the menus look like this:



You can display a drop-down menu by moving the mouse cursor over a menu that has a ▸ icon beside the menu name.





# Chapter 3: Managing Shipments with Shipment Wizard

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## *What is a Shipment Record?*

When you create an individual shipment with Global Wizard, you create a single record called the Shipment Record. This Shipment Record identifies a distinct shipment going to a distinct recipient.

When you create this Shipment Record, you identify certain information about the shipment itself, such as the type of shipment, the source country from which you're exporting it, the destination country that is importing it, and the way you will transport this shipment. For more information about creating a shipment record, see "Creating a New Shipment Record."

Once you have created a shipment record, you can:

- Find it again if you want to view or modify the information it contains. For more information, see "Finding an Existing Shipment Record."
- Edit the details that capture the basic information for the shipment record. For more information, see "Editing a Shipment Record's Details."
- Flesh out the information used to generate documents for this shipment. Subsequent chapters describe this information. For more information, see the section "Fleshing out the Shipment Record" in this chapter.

The Shipment Wizard module automatically tracks the changes made to a shipment record; the **Shipment Details** screen automatically includes text that indicates the time and person who made the last change to the record.

## Creating a New Shipment Record

You can create a new shipment within the Shipment Wizard application to encapsulate a set of products shipped to a selected destination. This shipment record acts a container to which you can add information regarding your physical shipment.

To create a new shipment record:

1. Display the Shipment Wizard application.
2. Shipment Wizard displays:

Click the **New Shipment** link.

3. The New Shipment page displays:

From the **Shipment Type** drop-down list, select the type of shipment this represents.

You can select:

Shipment Type	Definition
Air Consolidation	An air freight load that is consolidated.
Direct IATA	A direct air freight shipment according to IATA specifications.
Ocean Consolidation	A ocean-bound load that is consolidated.
Ocean FCL	Ocean Full Container Load



Shipment Type	Definition
Rail	A load sent via train.
Rail – Containerized	A full container that will ship by train.
Truck	A shipment conveyed exclusively over land, by truck.

4. In the **Export Country** edit box, type the two-letter ISO country code for the country in which you are originating the shipment.

If you do not know the code for the country, you can click the **Search** button to display the Find a Country page in a separate browser window. This page looks like this:



You can select the country you need and click the **Choose and Exit** button to use that country code in the **Export Country** edit box.

5. In the **Import Country** edit box, type the country code for the country importing the shipment. If you do not know the country code, you can click the **Search** button to use the Find a Country page as described above.
6. In the **Invoice Number** edit box, type the invoice number your company uses to track the contents of this shipment. If your company has set up an automatic invoice numbering, this edit box will automatically contain the next consecutive invoice number.

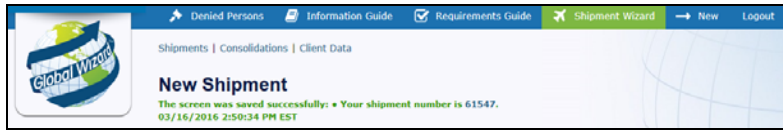
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**NOTE:** For more information about automatic invoice numbering, see “Enabling Automatic Invoice Numbering” in the chapter “Administering the Global Wizard System.”

---

7. Click **Create** to create a new shipment record.

8. The following message displays to indicate success:



You can click the shipment number link to begin entering information for this shipment record, or you can create a new shipment record.

## Finding an Existing Shipment Record

If you have already created a shipment record and want to edit the information within it, you can find the record by:

- Searching on a relevant field. This search will find open and closed shipments that match on the criteria you select. For more information, see “Conducting a Search.”
- Searching closed shipments by date range. This search finds only the closed records from the date range you specify. For more information, see “Searching Closed Records by Date.”
- Selecting a record from the table. For more information, see “Reviewing the Shipments Table.”

## Conducting a Search

To search for a shipment record:

1. Display the Shipment Wizard application.
2. Shipment Wizard displays:

The screenshot shows the 'Shipment Wizard' application interface. The top navigation bar includes links for 'Denied Persons', 'Information Guide', 'Requirements Guide', 'Shipment Wizard' (active), 'New', and 'Logout'. Below the navigation bar, the main content area is titled 'Shipments' and 'New Shipment'. It features several search fields with 'Search' buttons: 'Shipment Number', 'Invoice Number', 'Export Reference', 'Ultimate Consignee Reference', 'Return Material Authorization', and 'Ultimate Consignee'. There is also a 'Closed Date Range' search field with 'to' and 'Search' buttons. At the bottom, there is a 'Mass Close Shipments' section with a 'to' field, a 'Date Type' dropdown menu set to 'Created Date', and a 'Close' button.

Select one of the criteria upon which you can search and type a value for which to search into its edit box. You cannot use wildcards in these edit boxes, and you can only search on one of these values.

You can search on the following details:

- ✓ **Shipment Number**, the shipment record number.
- ✓ **Export Reference**, the export reference assigned to the shipment record.
- ✓ **Return Material Authorization**, the RMA number assigned to this shipment, if any.
- ✓ **Invoice Number**, the Invoice Number assigned to this shipment, if any.

- ✓ **Ultimate Consignee Reference**, the ultimate consignee reference, if any.
  - ✓ **Ultimate Consignee**, the ultimate consignee name, if any.
3. Click **Search** beside the edit box in which you typed the search criterion.

The record for which you search displays if Shipment Wizard only finds one record that meets your criteria. You can immediately begin modifying the shipment information. For more information, see “Editing a Shipment Record.”

If your search results in more than one record, Shipment Wizard displays a table of results, and you can select a shipment from it. For more information, see “Reviewing the Shipments Table.”

## Searching Closed Records by Date

You can find closed shipment records by specifying a date range; this search will return all shipments closed within that range.

1. Display the Shipment Wizard application.
2. Shipment Wizard displays. In the **Closed Date Range** edit boxes, type the start and end dates of the range you want to search. Use the format MM/DD/YYYY.
3. Click **Search**.

Global Wizard will display a list of shipments closed within the date range you specified.

## Reviewing the Shipments Table

When you first display Shipment Wizard or when you conduct a search that returns more than one record, Shipment Wizard displays a table that lists all matching shipment records:

144 shipments shown.						
Shipment No.	Invoice Number	Date	Via	Consignee Name	Import Country	Status
<input type="checkbox"/> 61547			Ocean		BS	Open
<input type="checkbox"/> 61546	55165165		Ocean		EG	Open
<input type="checkbox"/> 56522	Sample-D	12/15/2014	Rail	XYZ Company	AU	Open
<input type="checkbox"/> 56519	Sample-C	12/15/2014	Truck	XYZ Company	AU	Open
<input type="checkbox"/> 56510	Sample-B	12/15/2014	Air	XYZ Company	AU	Open

This table summarizes the following information about the shipment records:

Column	Definition
Shipment No.	The shipment number assigned by Global Wizard.
Invoice Number	The invoice number assigned to the shipment record, if any.
Date	The date of the invoice assigned to the shipment record, if any.
Via	The shipment type specified for the shipment record.
Consignee Name	The name of the ultimate consignee, if any.
Import Country	The import (destination) country for the shipment.
Status	The status of the shipment record.

You can click the shipment number to review or edit the individual shipment record. For more information, see “Editing a Shipment Record.”

## Editing a Shipment Record's Details

Once you have selected the shipment record you want to edit, the Shipment Details page displays:

The screenshot shows the 'Shipment Details' page in the Global Wizard application. The page has a sidebar on the left with a 'Global Wizard' logo and a list of navigation links: Shipments, Entities, Products, Packing, Logistics, Clauses, Financial, and Documents. The main content area is titled 'Shipment Details' and contains a 'Save' button at the top right. Below the button, there are several sections of form fields. The first section includes 'Shipment Number' (61546), 'Invoice Number' (55165165), 'Shipment Type' (Ocean - RO-RO), and 'Invoice Date' (mm/dd/yyyy). The second section includes 'Commodity', 'Shipper Reference', 'Ultimate Consignee Reference', 'Hazardous' (Yes/No radio buttons), and 'IMO Class'. The third section includes 'Weight/Dimensions/Cube' (lbs/in/ft³ or kg/cm/m³), 'ITAR Controlled' (checkbox), 'Payment Terms', 'Export Country' (United States), 'Import Country' (Egypt), 'Shipment Currency' (USD), 'Payment Currency', 'Conversion Factor', 'Incoterms' (Select --), and 'Incoterms Destination'. There are also 'Additional Shipper References' and 'Additional Ultimate Consignee References' fields.

This page contains the basic information about your shipment. You already entered some of the information when you created the shipping record, but you can modify some of that information. For more information, see “Editing Shipment Details.”

To create a full shipment, you will need to enter other information about the shipment, including the parties who will transport and receive the shipment and the products that comprise the shipment. For more information, see “Fleshing out the Shipment Record.”

If you’ve selected the United States or another AES-governed country as the exporting country, the Automated Export System (AES) logo displays beside those fields required by that system.

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**NOTE:** Beginning in 2008, the United States government mandated AES usage to file Electronic Export Information (EEI).

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You can edit the following information on the Shipment Details page. You do not have to edit all information before working on other portions of the shipment record.

Shipment Detail	Definition
Invoice Number	The invoice number assigned to this shipment, if any. If your company uses automatic invoice numbering, this edit box is read-only. This field is required for Automated Export System use.

Shipment Detail	Definition
Shipment Type	The means by which this shipment will travel from the export (source) country to the import (destination) country. This field is required for Automated Export System use.
Invoice Date	The invoice date assigned to this shipment, if any.
Commodity	A free-text description of the type of commodity in the shipment.
Shipper Reference	Free-text shipper reference information.
Ultimate Consignee Reference	Free-text consignee reference information.
Weight/Dimensions/Cube	Whether to use Imperial measurements (lbs/in/ft <sup>3</sup> ) or metric (kg/cm/m <sup>3</sup> ).
ITAR Controlled	Whether this shipment is controlled under the terms of the International Terms in Arms Regulations (ITAR). Checking this box will allow you to capture product information required by these regulations.
Hazardous	Whether this shipment contains hazardous material (hazmat).
IMO Class	The IMO class of toxicity, if necessary.
Additional Shipper References	Additional free-text shipper reference information.
Additional Consignee References	Additional free-text consignee reference information.
Payment Terms	The payment terms for this shipment. You can click <b>Search</b> to use the <b>Find a Payment Term</b> page to select a payment term.
Export Country	The source country from which this shipment originates.
Import Country	The destination country to which you are sending the shipment. This field is required for Automated Export System use.
Shipment Currency	The currency governing all price data stored with the shipment record. Click <b>Search</b> to use the <b>Find a Currency</b> page to select a currency. This field is required for Automated Export System use.
Payment Currency	The currency that displays on the documents. You only need to enter a value here if the payment currency differs from the shipment currency. Click <b>Search</b> to use the <b>Find a Currency</b> page to select a currency.
Conversion Factor	Enter a conversion factor to apply when converting the currencies.
Incoterm	The International Chamber of Commerce term describing the shipper responsibility.
Incoterms Destination	The destination named in the Incoterms, if necessary.
Forwarder Reference	The reference information for the freight forwarder, if any.
Return Material Authorization	The Return Material Authorization (RMA) number, if any.
Cargo Routed	Whether the cargo is routed. This field is required for Automated Export System use.
Routing	Routing information if required by the Importer Security Filing (ISF) 10+2 regulations for ocean-bound shipments.

Shipment Detail	Definition
Freight Charges	The type of charges for the freight shipment.
Forwarder to File AES	Whether the freight forwarder will file with the U.S. Customs' Automated Export System.
ITN	The Internal Transaction Number assigned to this shipment by AES, if any.
Transshipments Allowed	Whether the shipment can be unloaded at a freight hub in a country that is not the export (source) or import (destination) country and reloaded onto another freight vehicle.
Stuffing	Container stuffing information if required by the Importer Security Filing (ISF) 10+2 regulations for ocean-bound shipments.
Other Shipment Charges	The type of charges for other shipping costs.
Client Entry/Quotation	The date of quotation or order entry and upon which your company used the Denied Persons application to check the client.
Pre Shipment Check Date	The date upon which your company used the Denied Persons application to check the client prior to shipment.
Order Entry Check Date	The date upon which your company used the Denied Persons application to check the client.
Shipment Created	The date upon which this shipment record was created.

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**NOTE:** *If the **Shipment Details** screen includes the message This shipment is the primary of a consolidation. Saving this screen will affect the consolidation key data in the other shipments in the consolidation to make them all match., this shipment is the primary shipment in a consolidation and changes you make will apply to other shipments as well. For more information, see the chapter "Consolidating Shipments."*

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Note that after its initial creation, the **Shipment Details** screen also displays a message at the top of the screen that indicates the last time the shipment was changed and the name of the user who made the change.

This includes not only changes made to the **Shipment Details** screen but also changes made to any other screen within the shipment record.



## ***Fleshing out the Shipment Record***

Once you have created the basic record, you can add the details that you will need to create the documentation to accompany this shipment.

This information can include:

- Entities, including the freight companies handling the shipment, the consignee, and other details. For more information about adding entities to the shipment record, see “Editing Entities in the Shipment.”
- Products, the actual contents of the shipment. For more information, see “Editing Products in the Shipment.”
- Packing details, including packages and special instructions. For more information, see “Editing Packing Details for a Shipment.”
- Logistical information, such as customs forms and internal bills of lading. For more information, see “Editing Logistical Details.”
- Clauses to append to the shipping documents. For more information, see “Adding Clauses to the Shipment.”
- Financial information. For more information, see “Editing Financial Information for a Shipment.”

Once you have completed the shipment record, you can view and generate documents for it. For more information, see “Creating Shipment Documents.”





# Chapter 4:

## Editing Entities in a Shipment

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When you have created a shipment, you can assign various entities to the shipment record. These entities represent individuals or corporations that will handle your shipment, including exporter, consignee, and other companies or addresses you might need.

Global Wizard maintains a list of master entity records managed by your company. These master records can serve as a template for the entities you add to a shipment record, providing you a set of standard information so that you do not need to re-enter address and other information for entities your organization uses frequently. You can modify the information provided by a master record for your shipment, so the master is truly only a template, not the definitive source for the entity information.

You can add the following entities to your shipment record:

- Exporter
- Ultimate Consignee
- Bill To
- Freight Forwarder
- Other Entities

## Adding an Exporter Entity to a Shipment

You can add an exporter entity to a shipment using your organization's list of master entities.

To add an exporter to a shipment:

1. In the Shipment Wizard application, create or find the shipment record whose Exporter entity you want to set.
2. From the Entities submenu, select **Exporter**.
3. The Exporter page displays:

To find the master entity record for this exporter, you can click **Search** beside either the **Exporter Name** or **Code Number** edit boxes to use the **Select an Exporter** page to find the master export record you want to use.

**NOTE:** If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory.

4. Modify this exporter entity as you need to accommodate this shipment. Remember, any changes you make only affect the entity in this shipment, not the master entity record.

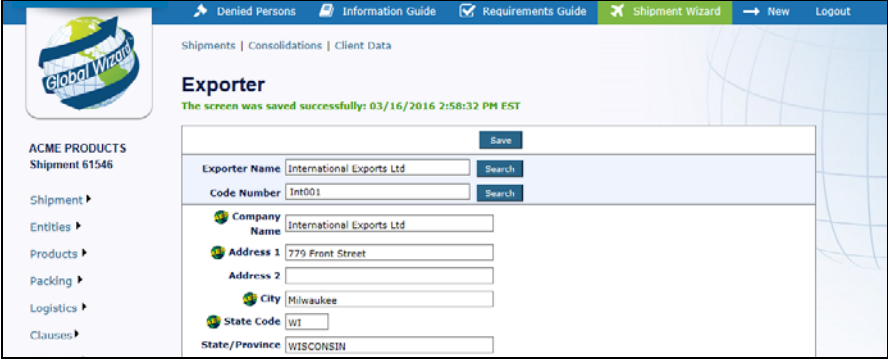
You can enter the following information:

Information	Definition
Company Name	The name of the exporter company.
Address 1	The first line of the exporter's address.
Address 2	The second line of the exporter's address, if necessary.
City	The city of the exporter company.

Information	Definition
State Code	The two letter postal code for the United States state. This field only displays when the export country is the United States.
State/Province	The state or province of the exporter company.
Region	The region of the exporter company, if necessary.
Postal Code	The ZIP code or postal code of the exporter company, if necessary.
Country	The country of the exporter company.
Address 3	A third line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 4	A fourth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 5	A fifth line of the address; if you use Address lines 3-5, the application will use these lines for on documents address information instead of City, State/Province, Postal Code, and Country.
EIN – Exporter’s Number	The Employer Identification Number of this exporter, if any.
Canadian Business Number	The Canadian Business Number of this exporter, if any.
VAT Number	Value Added Tax number of this exporter, if any.
Social Security Number	The Social Security Number of this individual exporter, if any.
DUNS Number	The Dun & Bradstreet Data Universal Numbering System number for this exporter, if any.
VAT Country	The two letter ISO code for the Value Added Tax country specification for this exporter, if any. You can click <b>Search</b> to use the <b>Find a Country</b> page to find a country code.
Contact Name	The first name, middle initial, and last name of a contact at the exporter, if any.
Title	The title for the contact at the exporter, if any.
Phone	The phone number of the contact, if any.
Email	The email address of the contact, if any.
Fax	The facsimile machine number for this contact, if any.

- Click the **Save** button to save this exporter entity with the shipment.

The page displays a message that indicates you have saved the exporter entity:



The screenshot shows the 'Global Wizard' application interface. The top navigation bar includes links for 'Denied Persons', 'Information Guide', 'Requirements Guide', 'Shipment Wizard' (highlighted), 'New', and 'Logout'. Below the navigation bar, the breadcrumb trail reads 'Shipments | Consolidations | Client Data'. The main heading is 'Exporter'. A green message states: 'The screen was saved successfully: 03/16/2016 2:58:32 PM EST'. Below this message is a form with the following fields: 'Exporter Name' (International Exports Ltd), 'Code Number' (Int001), 'Company Name' (International Exports Ltd), 'Address 1' (779 Front Street), 'Address 2' (empty), 'City' (Milwaukee), 'State Code' (WI), and 'State/Province' (WISCONSIN). A 'Save' button is located at the top right of the form. On the left side of the screen, there is a sidebar with the 'Global Wizard' logo and a list of navigation options: 'ACME PRODUCTS Shipment 61546', 'Shipment', 'Entities', 'Products', 'Packing', 'Logistics', and 'Clauses'.

You can add other entities to this shipment record, or you can continue modifying the shipment record by adding products, packing details, and so forth.

## Adding an Ultimate Consignee Entity to a Shipment

You can add an ultimate consignee entity to a shipment using your organization's list of master entities.

To add an ultimate consignee to a shipment:

1. In the Shipment Wizard application, create or find the shipment record whose ultimate consignee entity you want to set.
2. From the **Entities** submenu, select **Ultimate Consignee**.
3. The Ultimate Consignee page displays:

To find the master entity record for this ultimate consignee, you can click **Search** beside either the **Ultimate Consignee Name** or **Code Number** edit boxes to use the **Select an Ultimate Consignee** page to find the master ultimate consignee record you want to use.

**NOTE:** If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory.

4. Modify this ultimate consignee entity as you need to accommodate this shipment. Remember, any changes you make only affect the entity in this shipment, not the master entity record.

You can enter the following information:

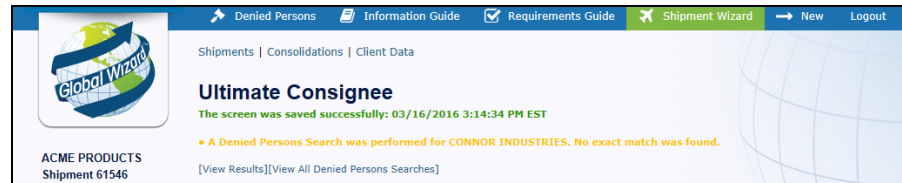
Information	Definition
Company Name	The name of the ultimate consignee company.
Address 1	The first line of the ultimate consignee's address.
Address 2	The second line of the ultimate consignee's address, if necessary.
City	The city of the ultimate consignee company.
State/Province	The state or province of the ultimate consignee company.
Region	The region of the ultimate consignee company, if necessary.
Postal Code	The ZIP code or postal code of the ultimate consignee company, if necessary.
Country Code	The country code for this ultimate consignee. This field only displays when the import country is not the United States.
Country	The country of the ultimate consignee company.
Address 3	A third line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 4	A fourth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 5	A fifth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Related	Whether this ultimate consignee record is related to the exporter.
EIN – Ultimate Consignee's Number	The Employer Identification Number of this ultimate consignee, if any.
Canadian Business Number	The Canadian Business Number of this ultimate consignee, if any.
VAT Number	Value Added Tax number of this ultimate consignee, if any.
Social Security No	The Social Security Number of this individual ultimate consignee, if any.
DUNS Number	The Dun & Bradstreet Data Universal Numbering System number for this ultimate consignee, if any.
VAT Country	The two letter ISO code for the Value Added Tax country specification for this ultimate consignee, if any. You can click <b>Search</b> to use the <b>Find a Country</b> page to find a country code.



Information	Definition
Contact Name	The first name, middle initial, and last name of a contact at the ultimate consignee, if any.
Title	The title for the contact at the ultimate consignee, if any.
Phone	The phone number of the contact, if any.
Email	The email address of the contact, if any.
Fax	The facsimile machine number for this contact, if any.

- Click the **Save** button to save this ultimate consignee entity with the shipment.

Global Wizard conducts a Denied Persons search automatically and displays the results at the top of the screen:



The font color displays what sort of results Global Wizard found for this entity name:

- Green indicates no matches on the company name at all.
- Yellow indicates that Global Wizard found similar names in the Denied Persons list and you need to review them to determine if this entity is on the denied persons list.
- Red indicates that this entity is on the Denied Persons List.

The page displays a message that indicates you have saved the ultimate consignee entity.

You can add other entities to this shipment record, or you can continue modifying the shipment record by adding products, packing details, and so forth.

If you need to remove this entity from the shipment, you can do so on this screen. For more information, see “Removing an Entity from a Shipment.”

## Adding a Bill to Entity to a Shipment

You can add a bill to entity to a shipment using your organization's list of master entities.

To add a bill to entity to a shipment:

1. In the Shipment Wizard application, create or find the shipment record whose bill to entity you want to set.
2. From the **Entities** submenu, select **Bill To**.
3. The Bill To page displays:

To find the master entity record for this bill to entity, you can click **Search** beside either the **Bill To Name** or **Code Number** edit boxes to use the **Select a Bill To** page to find the master bill to record you want to use.

4. If you have not already set an ultimate consignee for this Shipment, the **Ultimate Consignee** checkbox displays in the **Other Roles** area. Check this checkbox if you want to assign this entity to both the ship to and the ultimate consignee when you save.
5. Modify this bill to entity as you need to accommodate this shipment. Remember, any changes you make only affect the entity in this shipment, not the master entity record.

You can enter the following information:

Information	Definition
Company Name	The name of the bill to company.
Address 1	The first line of the bill to entity address.
Address 2	The second line of the bill to entity address, if necessary.

Information	Definition
City	The city of the bill to entity.
State/Province	The state or province of the bill to entity.
Region	The region of the bill to entity, if necessary.
Postal Code	The ZIP code or postal code of the bill to entity, if necessary.
Country	The country of the bill to entity.
Address 3	A third line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 4	A fourth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 5	A fifth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Related	Whether this bill to entity record is related to the exporter.
EIN – Bill To Party’s Number	The Employer Identification Number of this bill to entity, if any.
Canadian Business Number	The Canadian Business Number of this bill to entity, if any.
VAT Number	Value Added Tax number of this bill to entity, if any.
Social Security Number	The Social Security Number of this bill to individual, if any.
DUNS Number	The Dun & Bradstreet Data Universal Numbering System number for this bill to entity, if any.
VAT Country	The two letter ISO code for the Value Added Tax country specification for this bill to entity, if any. You can click <b>Search</b> to use the <b>Find a Country</b> page to find a country code.
Contact Name	The first name, middle initial, and last name of a contact at the bill to entity, if any.
Title	The title for the contact at the bill to entity, if any.
Phone	The phone number of the contact, if any.
Email	The email address of the contact, if any.
Fax	The facsimile machine number for this contact, if any.

- Click the **Save** button to save this bill to entity with the shipment.

Global Wizard conducts a Denied Persons search automatically and displays the results at the top of the screen. The font color displays what sort of results Global Wizard found for this entity name:

- Green indicates no matches on the company name at all.
- Yellow indicates that Global Wizard found similar names in the Denied Persons list and you need to review them to determine if this entity is on the denied persons list.
- Red indicates that this entity is on the Denied Persons List.

The page displays a message that indicates you have saved the entity.

You can add other entities to this shipment record, or you can continue modifying the shipment record by adding products, packing details, and so forth.

If you need to remove this entity from the shipment, you can do so on this screen. For more information, see “Removing an Entity from a Shipment.”

## Adding a Freight Forwarder Entity to a Shipment

You can add a freight forwarder entity to a shipment using your organization's list of master entities and modify the information by hand if needed.

To add a freight forwarder entity to a shipment:

1. In the Shipment Wizard application, create or find the shipment record whose freight forwarder entity you want to set.
2. From the **Entities** submenu, select **Freight Forwarder**.
3. The Freight Forwarder page displays:

To find the master entity record for this freight forwarder entity, you can click **Search** beside either the **Freight Forwarder Name** or **Code Number** edit boxes to use the **Select a Freight Forwarder** page to find the master freight forwarder record you want to use.

**NOTE:** If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory.

4. Modify this freight forwarder entity as you need to accommodate this shipment. Remember, any changes you make only affect the entity in this shipment, not the master entity record.

You can enter the following information:

Information	Definition
Company Name	The name of the freight forwarder company.
Address 1	The first line of the freight forwarder entity address.

Information	Definition
Address 2	The second line of the freight forwarder entity address, if necessary.
City	The city of the freight forwarder entity.
State Code	The state code for this entity. AES requires this information.
State/Province	The state or province of the freight forwarder entity.
Region	The region of the freight forwarder entity, if necessary.
Postal Code	The ZIP code or postal code of the freight forwarder entity, if necessary.
Country Code	The country code for this entity. AES requires this information.
Country	The country of the freight forwarder entity.
Address 3	A third line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 4	A fourth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 5	A fifth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
EIN – Forwarder's Number	The Employer Identification Number of this freight forwarder entity, if any.
Canadian Business Number	The Canadian Business Number of this freight forwarder entity, if any.
VAT Number	Value Added Tax number of this freight forwarder entity, if any.
Federal Maritime Number	The Federal Maritime Number for this freight forwarder entity, if any.
Social Security Number	The Social Security Number of this freight forwarder individual, if any.
DUNS Number	The Dun & Bradstreet Data Universal Numbering System number for this freight forwarder entity, if any.
VAT Country	The two letter ISO code for the Value Added Tax country specification for this freight forwarder entity, if any. You can click <b>Search</b> to use the <b>Find a Country</b> page to find a country code.
Customs House Broker's Number	The Customs House Broker's Number for this freight forwarder entity, if any.

Information	Definition
Contact Name	The first name, middle initial, and last name of a contact at the freight forwarder entity, if any.
Title	The title for the contact at the freight forwarder entity, if any.
Phone	The phone number of the contact, if any.
Email	The email address of the contact, if any.
Fax	The facsimile machine number for this contact, if any.

5. Click the **Save** button to save this freight forwarder entity with the shipment.

Global Wizard conducts a Denied Persons search automatically and displays the results at the top of the screen. The font color displays what sort of results Global Wizard found for this entity name:

- Green indicates no matches on the company name at all.
- Yellow indicates that Global Wizard found similar names in the Denied Persons list and you need to review them to determine if this entity is on the denied persons list.
- Red indicates that this entity is on the Denied Persons List.

The page displays a message that indicates you have saved the entity.

You can add other entities to this shipment record, or you can continue modifying the shipment record by adding products, packing details, and so forth.

If you need to remove this entity from the shipment, you can do so on this screen. For more information, see “Removing an Entity from a Shipment.”

## Adding Other Entities to a Shipment

You can add a number of other entities to a shipment if other companies and organizations will process your shipment or for documents that require additional entity reporting. You can select the other entities from master entities and modify the information by hand if needed.

To add one or more other entities to a shipment:

1. In the Shipment Wizard application, create or find the shipment record for which you want to set one or more other entities you want to set.
2. From the **Entities** submenu, select **Other Entities**.
3. The Other Entities page displays:

This page differs from the other pages in that you can choose the number of other entities to add to the shipment record on this page. By default, the page displays three forms. To change the number of entity forms, type a number in the Number of Entities edit box and click **Change**. Global Wizard will change the screen to contain the number of forms you want.

4. To find the master entity record for Entity 1, you can click **Search** beside either the **Other Entity Name** or **Code Number** edit boxes to use the **Select an Entity** page to find the master Other Entity record you want to use.
5. Modify this other entity as you need to accommodate this shipment. Remember, any changes you make only affect the entity in this shipment, not the master entity record.



You can enter the following information:

Information	Definition
Role	The function this other entity performs within the shipment.
Company Name	The name of the other entity company.
Address 1	The first line of the other entity address.
Address 2	The second line of the other entity address, if necessary.
City	The city of the other entity.
State/Province	The state or province of the other entity.
Region	The region of the other entity, if necessary.
Postal Code	The ZIP code or postal code of the other entity, if necessary.
Country Code	The country code for this entity. AES requires this information.
Country	The country of the other entity.
Address 3	A third line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 4	A fourth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 5	A fifth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
EIN	The Employer Identification Number of this other entity, if any.
Canadian Business Number	The Canadian Business Number of this other entity, if any.
VAT Number	Value Added Tax number of this other entity, if any.
Social Security Number	The Social Security Number of this other entity individual, if any.
DUNS Number	The Dun & Bradstreet Data Universal Numbering System number for this other entity, if any.
VAT Country	The two letter ISO code for the Value Added Tax country specification for this other entity, if any. You can click <b>Search</b> to use the <b>Find a Country</b> page to find a country code.
Contact Name	The first name, middle initial, and last name of a contact at the other entity, if any.
Title	The title for the contact at the other entity, if any.
Phone	The phone number of the contact, if any.

Information	Definition
Email	The email address of the contact, if any.
Fax	The facsimile machine number for this contact, if any.

6. Repeat steps 4 and 5 for any additional entity forms you have on the page. If you have more forms on the page than you need, you do not have to enter information in all of them. You can leave some blank, but you cannot leave some incomplete.
7. Click the **Save** button to save these other entities with the shipment.

Global Wizard conducts a Denied Persons search automatically for each entity and displays the results at the top of the screen. The font color displays what sort of results Global Wizard found for this entity name:

- Green indicates no matches on the company name at all.
- Yellow indicates that Global Wizard found similar names in the Denied Persons list and you need to review them to determine if this entity is on the denied persons list.
- Red indicates that this entity is on the Denied Persons List.

The page displays a message that indicates you have saved the data on the screen.

You can add other entities to this shipment record, or you can continue modifying the shipment record by adding products, packing details, and so forth.

If you need to remove this entity from the shipment, you can do so on this screen. For more information, see “Removing an Entity from a Shipment.”

## ***Removing an Entity from a Shipment***

If you want to remove an entity from a shipment record, you use the same screen as you did when you added that entity; however, once you've saved the entity, a checkbox labeled **Delete** displays on the screen.

To remove an entity from a shipment:

1. In the Shipment Wizard application, find the shipment record from which you want to remove one or more entities.
2. From the **Entities** submenu, select the entity type you want to remove.
3. The Entity screen displays. Click the **Delete** checkbox.
4. Click **Save**.
5. A confirmation message box displays and asks you if you're sure you want to remove this entity from the shipment. Click **OK**.

Global Wizard removes the entity from the shipment.

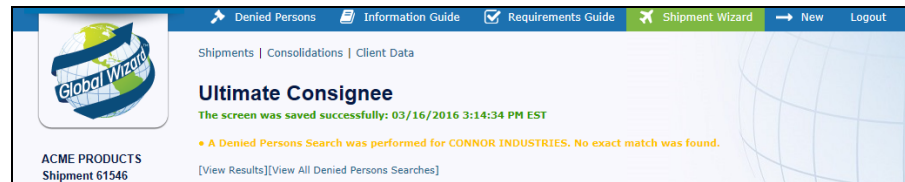
## Reviewing Shipment Denied Persons Searches

When you add any entity to the shipment except for the Exporter, Global Wizard conducts a denied persons search automatically to ensure that the entity is not on the Denied Persons list. Global Wizard provides you with an easy mechanism to review the denied persons searches associated with a shipment record.

This section gives an overview of how the denied persons search is integrated into the entity portion of a shipment record. The chapter “Reviewing Denied Persons” describes the purpose and use of the Denied Persons application in greater detail.

### Understanding Search Results on the Add Entity Screen

After you add an entity to the shipment, Global Wizard automatically conducts a denied persons search and displays its results with colors to indicate the state of the search:



The font color identifies the types of matches, if any, that Global Wizard found.

- Green indicates no matches on the company name at all.
- Yellow indicates that Global Wizard found similar names in the Denied Persons list and you need to review them to determine if this entity is on the denied persons list.
- Red indicates that this entity is on the Denied Persons List.

You can click:

- View Results to review this search's results. For more information, see “Viewing Denied Persons Search Results for a Shipment Entity.”
- View All Denied Persons Searches to review all searches for the shipment. For more information, see “Viewing All Denied Persons Searches for a Shipment.”

---

**NOTE:** For greater detail about the Denied Persons application in Global Wizard, see “Reviewing Denied Persons.”

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## Viewing All Denied Persons Searches for a Shipment

Global Wizard keeps track of all Denied Persons searches conducted as part of adding entities to a shipment record. This includes entities that you might have changed or deleted. You can review these searches by clicking View All Denied Persons Searches after you have saved an entity or by choosing **Denied Persons Searches** from the **Entities** menu.

This screen allows you to review past searches as well as conduct new searches for entities in the shipment.

Global Wizard

ACME PRODUCTS  
Shipment 61546

Shipment ▾  
Entities ▾  
Products ▾  
Packing ▾  
Logistics ▾  
Clauses ▾  
Financial ▾  
Documents ▾

Denied Persons | Information Guide | Requirements Guide | Shipment Wizard | New | Logout

Shipments | Consolidations | Client Data

### Denied Persons Searches

#### Perform Search

Company Name	Entity Type	
CONNOR INDUSTRIES	Ultimate Consignee	<a href="#">Search</a>

#### Past Searches

Company Name	Date Performed	Records Found	Date Resolved
CONNOR INDUSTRIES	03/16/2016 3:14:34 PMEST	Yes	<a href="#">Resolve Search</a>

The **Perform Search** table allows you to conduct a search for an entity again. This table includes the company name of each entity assigned to the shipment as well as the role of that entity within the shipment. Click **Search** to conduct a search again on the company name.

The **Past Searches** table identifies all searches conducted for this shipment. This includes entities removed or changed as well as searches for the entities currently assigned to the shipment. This table includes the company name of the entity, the date and time at which the search was conducted, whether the search yielded exact or partial matches, and the date resolved, if any. Within this table, you can click:

- **Yes** in the Records found column to review the results of that specific search.
- **Resolve Search** in the Date Resolved column to resolve that search.

---

**NOTE:** For greater detail about the Denied Persons application in Global Wizard, see “Reviewing Denied Persons.”

---

## Viewing Denied Person Search Results for a Shipment Entity

When Global Wizard returns results from a shipment entity search, you can review those results to determine if the entity is on the Denied Persons list. To do so, you can click **View Results** on the entity screen after you save an entity or **Yes** on the **Review All Searches** screen described in the section entitled “Viewing Denied Person Search Results for a Shipment Entity.”

This screen displays any exact matches that Global Wizard found as well as any companies on the Denied Persons list with similar names:

The screenshot shows the 'Results For Denied Persons Search On Connor Industries' page. The left sidebar contains a navigation menu with 'ACME PRODUCTS Shipment 61546' at the top, followed by 'Shipment', 'Entities', 'Products', 'Packing', 'Logistics', 'Clauses', 'Financial', and 'Documents'. The main content area has a header with 'Shipments | Consolidations | Client Data' and a 'Back' link. Below the header, a message states: 'No exact match; further screening of the results may reveal other relationships that could be of concern. If no follow-up is necessary, please press "No Action Necessary." You may want to follow up, on the other hand, by pressing "Resolve Search."' Three buttons are present: 'No Action Necessary', 'Resolve Search', and 'Email Results'. A section titled 'Search Type: Is Similar To (25 records found)' contains a table with one record. The record details are: Name: CAMARA KPC, KERFALLA; Address: (blank); City: (blank); State/Province: (blank); Country: (blank); Effective Date: 12/23/2009; Expiration Date: (blank); Last Update: 01/04/2010; and Regulating Authority: European Union Sanctions List.

Search Type: Is Similar To (25 records found)	
Record 1	
Name	CAMARA KPC, KERFALLA
Address	
City	
State/Province	
Country	
Effective Date	12/23/2009
Expiration Date	
Last Update	01/04/2010
Regulating Authority	European Union Sanctions List

You can click:

- **No Action Necessary** if these results do not reflect the entity.
- **Resolve Search** to enter more details about what action your company will take as a result of this match.

---

**NOTE:** For greater detail about the Denied Persons application in Global Wizard, see “Reviewing Denied Persons.”

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# Chapter 5:

## Editing Products in a Shipment

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When you enter product information for a shipment record, you are virtually picking the products to ship with this shipment. You select the products from the list of products created by your company and add the quantity and other details.

Typically, you do not actually define product details on the **Products** screen. Your company creates and maintains this list of products for you. You select the products you want to include in the shipment and modify certain aspects of the product information.

However, if you have administrative access, you can create entirely new products on the **Products** screen, and Global Wizard will save them as though you had entered them in the Client Data section. Your company can reuse these new products with other shipments.

When working with the **Products** screen of Global Wizard, you can:

- Add one or more products to this shipment record. For more information, see “Adding Products to a Shipment.”
- Remove one or more products from this shipment record. For more information, see “Removing Products from a Shipment.”
- Review a product information summary that identifies products in the shipment and details the product numbers, descriptions, and prices. This summary helps with shipments with many line items. For more information, see “Reviewing the Shipment’s Product List.”
- Review a summary that lists all products in a shipment and details select Schedule B information for each. This summary can help you quickly identify information needed for AES. For more information, see “Reviewing the Product Summary.”

After you add products to a shipment, you can add them to package types to identify how to pack the shipment. For more information, see the chapter “Editing Packing Details for a Shipment.”

## Adding Products to a Shipment

As you create your shipment record, you can establish what products to include in the shipment. You can include any number of products in your shipment record.

In most cases, you will select an existing product stored from in your client data records. However, if you have administrative access, you can add a new product on the fly using the **Products** screen; Global Wizard will save this product to the product master tables for you.

To define the products to include in the shipment:

1. In the Shipment Wizard application, create or find the shipment record for which you want to include products.
2. From the Products submenu, select **Shipment Products**.
3. The **Products** page displays:

You can choose the number of product line items to add to the shipment record on this page. By default, the page displays five forms. To change the number of product forms, type a number in the **Number of Products** edit box and click **Change**. Global Wizard will change the screen to contain the number of forms you want.

---

**NOTE:** If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory.

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## 4. For each Product, you can enter the following information:

Information	Definition
Product ID	The complete Product ID. You can click <b>Search</b> to use the <b>Select a Product</b> screen to search for a product by its part number.
Quantity	The number of this product to ship and for which to charge the customer.
Unit of Measure	The unit of measure for the product. For example, you might enter lbs ., ea ., box, or other means you use to describe what the number in quantity physically represents. Global Wizard automatically uses information provided by the product master record, but you can type a different one if needed.
Product Description	A free-text description of the product. Global Wizard automatically uses information provided by the product master record, but you can type a different one if needed.
License Type	The type of export license this product carries.
License #	If the license type is not No License Required (NLR), you might need to provide a license number.
License Date	If the license type is not NLR, you might need to provide a license date.
Country of Origin	The country from which the product originated. Global Wizard automatically uses information provided by the product master record, but you can type a different one if needed.
Hazardous	Whether this material is hazardous.
Foreign Military Sales	Whether this product falls under the US Foreign Military Sales Program. Export Licenses are usually required.
Schedule B #	The United States Harmonized Tariff code for this product.
Quantity 1	The schedule B's quantity in reporting quantity units.
Quantity 2	The schedule B's quantity in reporting quantity units if required.
ECCN	The Export Commodity Control Number for this product.
Price Per Unit	The price per unit for this product. Global Wizard automatically uses information provided by the product master record, but you can type a different one if needed.
Currency	The currency used for the price. Global Wizard automatically uses information provided by the product master record, but you can type a different one if needed.
Price Total	The total price for this product, calculated by Global Wizard.
Weight Per Unit	The weight per unit of this product. Global Wizard automatically uses information provided by the product master record, but you can type a different one if needed.
Weight Total	The total weight of this product, calculated by Global Wizard.

5. If you marked this shipment as an ITAR-Controlled shipment on the **Shipment Details** screen, you can enter the following information:

Information	Definition
DDTC Significant Military Equipment Indicator	Check if this product warrant special export controls because of their capacity for substantial military utility or capability.
DDTC Eligible Party Certification Indicator	Check to certify that the DDTC registered exporter can meet all the ITAR criteria to use the exemption and a certification by the DDTC registered exporter that all parties to the transaction are eligible to receive USML items under the ITAR.
DDTC USML Category Code	The United States Munitions List category code for this product.
DDTC Quantity	The number of units of this product to include with the shipment.
DDTC Unit of Measure	The unit of measure for the article being shipped as stated on the license or other export authorization.  This information should be provided on the license, unless the unit of measure is the commodity itself (such as 4 T-55 engines, 11 centerfire rifles). In those cases, simply use an appropriate Unit of Measure code (Items, Pieces, and so on).
DDTC Exemption	The exemption number that exempts the shipment from the requirement for a license or other written authorization from the DDTC, if necessary.
DDTC Registration Number	The registration number, also called Registrant Code, assigned by DDTC.

6. If your company keeps purchase order information for each product, you can enter the following information for each product:

Information	Definition
PO Number	The purchase order number for the purchase order that placed the order for this product.
PO Line Item	The line item in the purchase order for this product, if any.

7. Your company can fill out the following Lot information for the each product:

Information	Definition
Lot Number	The lot number associated with these products.
Package Size	The size of each package for each individual product.
Shelf Life	The shelf life of this product, if any.
Manufacture Date	The date upon which this lot was manufactured.
Expiration Date	The expiration date for this lot, if any.
Evaluation Date	The evaluation date for this lot, if any.

8. If your organization is set up to enter clause information associated with an individual product, you can enter that on this screen:

Information	Definition
Item Clause	A clause associated with this product. If you enter text here, Global Wizard will use that clause on shipping documents including this product.

9. If your organization ships automobiles or vehicles, you can enter the following information on this screen:

Information	Definition
Vehicle # Type	The kind of identification number used by this product, if a vehicle.
Vehicle Title	The title of this vehicle.
ID Number	The identification number associated with this product.
Title State	The state of the title.

10. Repeat the steps above for each product form. You do not have to fill out all product forms on the page.

11. Click **Save**.

Global Wizard presents a message to indicate that you have successfully saved this product or products, or it displays information identifying any problems it encountered, such as required information that you did not fill out.

Additionally, Global Wizard automatically calculates the totals for the product in this shipment and displays them in the Grand Totals section of the screen, including:

Information	Definition
Quantity	The total quantity of products in this shipment.
Price	The total price of the products in this shipment.
Weight	The total weight of the products in this shipment

## Removing Products from a Shipment

You can remove products from a shipment record using the **Products** screen.

To remove a product:

1. In the Shipment Wizard application, find the shipment record from which you want to delete a product.
2. From the Products submenu, select **Shipment Products**.
3. The **Products** page displays:

The screenshot displays the 'Products' page for 'ACME PRODUCTS Shipment 61546'. The main form is for 'Product 1' and includes a 'Delete' checkbox. The form fields are as follows:

- Product ID:** Int Link M9 (with a search button)
- Quantity:** 3
- Unit of Measure:** ea
- Product Description:** Internal Linkage, M9
- License Type:** NLR - NLR NO LICENSE REQUIRED, OR ON (dropdown menu)
- License #:** (empty field)
- License Date:** (empty field)
- License Value:** (empty field)
- Country of Origin:** US (with a search button)
- Hazardous:** Yes (radio button), No (radio button)
- Foreign Military Sales:** Yes (radio button), No (radio button)

On the right side, there is a table with pricing and weight information:

Per Unit		Total	
Price	15.00 USD	45.00	USD
Weight	3.00 lbs	9.00	lbs
Net Weight			

Each product that you have already defined displays and has a checkbox labeled **Delete** by the Product number. Click the **Delete** checkbox for each product you want to delete from the shipment record.

4. Click **Save**.

A message on the screen indicates that you have saved the changes to this screen.

## Reviewing the Shipment's Product List

Global Wizard offers a quick summary screen that displays a list of the products in the shipment and a quick total of the value of the shipment. You can edit a certain subset of product information for each line item in this shipment, which saves you from having to edit this information on each individual product screen.

To review the shipment product list:

1. In the Shipment Wizard application, find the shipment record whose product list you want to review.
2. From the Products submenu, select **Product List**.
3. The **Shipment Products** list screen displays:

#	Qty	Part Number	Description	Price	Total	Ctry
1	3	Int Link M9	Internal Linkage, M9	15.00	45.00	US

Product Amount Total 45.00

This screen shows you a quick summary of all the products in the shipment. The table includes the following information:

Information	Definition
#	The line number of the product in the shipment.
Quantity	The total quantity of products in this shipment.
Part Number	The part number for this product.
Description	The text description of this product.
Price	The individual item price for this product.
Total	The total price for this product within this shipment.
Ctry	The currency this product's price is denominated in.

The screen also displays a value total for all products within the shipment.

From this screen, you can click the line number of a product to edit the details for that product. For more information, see “Adding Products to a Shipment.”

## Reviewing the Product Summary

If your shipment has a large number of products within it, the Shipment Products screen will contain a large number of detail on all products within it. This screen displays a handy table that summarizes the quantity, price, and other Schedule B-related information about each product in the shipment. This screen summarizes AES information so you can quickly see if your shipment lacks required information.

To review the Product Summary screen:

1. In the Shipment Wizard application, find the shipment record whose products you want to review.
2. From the **Products** submenu, select **Product Summary**.
3. The **Shipment Products** screen displays:

The screen identifies the following information about the shipment:

Information	Definition
Shipment Number	The shipment number to which these products belong.
Measurement	The units of measurement this shipment uses, whether Imperial (IMP) or metric (MET).
Invoice Number	The invoice number for this shipment, IMP for Imperial measurement (lbs/in/ft <sup>3</sup> ) or MET for metric (kg/cm/m <sup>3</sup> ).
Currency	The currency for this shipment.

A table beneath the basic information includes information for each individual product in this shipment. This table includes the following information:

Information	Definition
#	The index number of each product on the <b>Shipment Products</b> screen; that is, the first one is number 1 here.
Part Number	The Product ID/Number for each particular product.

Information	Definition
Qty	The number of each product to ship and for which to charge the customer.
Price	The price per unit for each product as defined on the <b>Product</b> screen.
Total	The total price (quantity multiplied by unit price).
Ctry	The country from which each product originated.
Schedule B	The United States Harmonized Tariff code for this product.
Wght	The weight per unit of each product.
Lic.	The license type for the product.
ECCN	The Export Commodity Control Number for each product.
Q1	The schedule B's quantity in reporting quantity units.
Q2	The schedule B's reporting quantity units for the second statistical quantity.

You can edit many of the details for each product in the shipment from this screen by typing a new value in the appropriate product attribute and clicking the **Save** button. You cannot, however, add or remove products from the shipment using this screen.







# Chapter 6: Editing Packing Details for a Shipment

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After you have selected which products comprise a shipment, you can determine the packaging required for the shipment and describe the packaging and contents.

You do this within the **Packages** and **Marks and Instructions** screens.

When you establish packing details for your shipment, you will:

1. Describe the package types that will contain the products within a shipment record or the containers used in a containerized shipment. For more information, see “Defining Package Types” or “Defining Containers.”
2. Describe which products within a shipment to place within each package or container you have defined. For more information, see “Inserting Products into Package Types” or “Inserting Products into Containers.”
3. Define what markings and instructions to place on the packages. For more information, see “Defining Marks and Instructions.”

## Defining Package Types

### Creating a Package Type

As you create your shipment record, you can define what types of packages you will need to contain the products you have added to this shipment record. You can define any number of package types for your shipment.

To define the types of packages to use with the shipment:

1. In the Shipment Wizard application, create or find the shipment record for which you want to define package types.
2. From the **Packing** submenu, select **Packages**.
3. The **Packages** page displays:

You can choose the number of package types to add to the shipment record on this page. By default, the page displays five forms. To change the number of package type forms, type a number in the **Number of Package Types** edit box and click **Change**. Global Wizard will change the screen to contain the number of forms you want.

4. For each Package Type, you can enter the following information:

Information	Definition
Package Type	The type of physical package. The available package types depend upon the nature of the shipment; some types are available for ocean shipments, for example, and not air shipments.
Quantity	The number of packages of this type you will need to complete the shipment.

Information	Definition
Contents	A description of the contents. This description does not comprise what you will put in each package; you do that on a different page.
Length	The length of the package from front to back. The available units of measurement depend upon the setting of the <b>Shipment Details</b> page's Weight/Dimensions/Cube edit box.
Width	The width of the package from side to side. The available units of measurement depend upon the setting of the <b>Shipment Details</b> page's Weight/Dimensions/Cube edit box.
Height	The height of the package from top to bottom. The available units of measurement depend upon the setting of the <b>Shipment Details</b> page's Weight/Dimensions/Cube edit box.
Gross Weight, Per Package	The gross weight of each individual package of this type. The available units of measurement depend upon the setting of the <b>Shipment Details</b> page's Weight/Dimensions/Cube edit box.
Gross Weight, Total	The total gross weight of all packages of this type. Global Wizard automatically calculates this for you based on the per package weight and the number of packages.
Net Weight, Per Package	The net weight of each individual package of this type. The available units of measurement depend upon the setting of the <b>Shipment Details</b> page's Weight/Dimensions/Cube edit box.
Net Weight, Total	The total net weight of all packages of this type. Global Wizard automatically calculates this for you based on the per package weight and the number of packages.
Cube, Per Package	The cubic volume of each package based on the height, width, and length you set. Global Wizard automatically calculates this value for you.
Cube, Total	The total cubic volume used by all packages of this type based on the height, width, and length of each package multiplied by the number of packages. Global Wizard automatically calculates this value for you.

5. Repeat step 4 for any additional package type forms you have on the page. If you have more forms on the page than you need, you do not have to enter information in all of them. You can leave some blank, but you cannot leave some incomplete.
6. Click the **Save** button to save these Package Types with the shipment.

The screen displays a message that indicates you have successfully saved the package types.

Once you have defined the package types for your shipment, you can define which products go into each package. For more information, see "Inserting Products into Package Types."

If you have created package types you do not need to use with this shipment, you can delete them. For more information, see “Deleting Package Types.”

## Deleting Package Types

If you have added a package type definition to a shipment record but determine you do not need to use that package type within your shipment, you can delete it from the shipment record.

To delete a package type:

1. In the Shipment Wizard application, find the shipment record from which you want to delete a package type.
2. From the **Packing** submenu, select **Packages**.
3. The **Packages** page displays:

The screenshot shows the 'Packages' page in the Global Wizard application. The page has a sidebar on the left with navigation links: Shipment, Entities, Products, Packing, Logistics, Clauses, Financial, and Documents. The main content area is titled 'Packages' and shows 'Number of Package Types' as 5. There is a 'Delete' checkbox next to 'Package Type 1' and a 'Select' dropdown for 'Package Type 2'. The 'Package Type 1' section includes fields for 'Package Type' (Box(es) - Wood), 'Quantity' (1), 'Contents' (3-pack Int Link H9), and dimensions (Length 24 in, Width 24 in, Height 36 in). It also has a table for 'Per Package' and 'Total' weights and volume.

	Per Package	Total
Gross Weight	lbs	lbs
Net Weight	lbs	lbs
Cube	ft³	ft³

Each package type that you have already defined displays and has a checkbox labeled **Delete** by the Package Type Number. Click the **Delete** checkbox for each package type you want to delete from the shipment record.

4. Click **Save**.

A message on the screen indicates that you have saved the changes to this screen.

## Inserting Products into Package Types

Once you have defined one or more package types for a shipment record and have identified which products this shipment record includes, you can define what products to place in each package type. You might think of this as virtually packing the items.

### Inserting Items into Packages

To insert the products into the package types:

1. In the Shipment Wizard application, find the shipment record that contains the package type into which you want to insert products.
2. From the **Packing** submenu, select **Packages**.
3. The **Packages** screen displays. Beside the package type into which you want to insert products, click **Insert Products**.
4. The **Package Type** screen displays:

This screen displays a number of packages equal to the number of packages of this type you specified on the **Packages** screen.

In the **Package Code** edit box for the first package, type a unique code for this individual package.

5. In the **Quantity** edit box for each product within this shipment, type the number of units of that product you want to include in that particular package. You can, of course, include more than one type of product within an individual package.
6. Repeat steps 4 and 5 for each package you want to fill. You do not have to fill all packages you have allocated.
7. Click **Save** to save the information.

A message displays to indicate that Global Wizard saved the information successfully.

You can delete a package using this screen if you have allocated more packages than you need, or you can adjust the quantities of product in each package. For more information, see “Adjusting the Number of Products in a Package.”

## Adjusting the Number of Products in a Package

Once you have initially allocated the number of products in each package of a package type, you can use the **Package Type** screen to adjust the number of items in each package or to remove an empty package.

You cannot add packages through the **Package Type** screen. If you do not have enough individual packages to contain your products, you need to adjust the **Quantity** edit box on the **Packages** screen.

To reallocate the products within a package:

1. In the Shipment Wizard application, find the shipment record that contains the package type whose product allocation you want to adjust.
2. From the **Packing** submenu, select **Packages**.
3. The **Packages** screen displays. Beside the Package Type whose product allocation you want to adjust, click **Insert Products**.
4. The **Package Type** screen displays:

Global Wizard

ACME PRODUCTS  
Shipment 61546

Shipment ▾  
Entities ▾  
Products ▾  
Packing ▾  
Logistics ▾  
Clauses ▾  
Financial ▾  
Documents ▾

Denied Persons Information Guide Requirements Guide Shipment Wizard New Logout

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**Package Type 1**  
Type: Box(s) - Wood  
Contents: 3-pack Int Link M9  
Measurement: 12,000 ft<sup>3</sup> (Cube) Each

Packages Save

**Package 1** ☐ Delete

Package Code: ILM91

Item	Part Number	Quantity	Description
1	Int Link M9	3 of 3	Internal Linkage, M9

Save

Packages

5. You can:

- ✓ Adjust the quantities within each package by typing a new quantity in the **Quantity** edit box.
- ✓ Delete a package of this type if you don't need to put products in it by clicking the **Delete** checkbox. By deleting a package, you are changing the Quantity of this package type that you set on the **Packages** screen.

6. Click **Save** to save your changes.

The screen indicates you have saved the changes or identifies any problems Global Wizard encountered.

## Defining Containers

If you are working within the context of an ocean-bound shipment record, you can define the container types you will need to ship your products.

### Creating a Container

As you're creating your shipment record, you can define what types of containers you will need to contain the products you have added to this shipment record. You can define any number of container types for your shipment.

To define the types of containers to use with the shipment:

1. In the Shipment Wizard application, find the shipment record for which you want to define containers.
2. From the **Packing** submenu, select **Containers**.
3. The **Containers** page displays:

You can choose the number of containers to add to the shipment record on this page. By default, the page displays five forms. To change the number of container forms, type a number in the **Number of Containers** edit box and click **Change**. Global Wizard will change the screen to contain the number of forms you want.

4. For each container, you can enter the following information:

Information	Definition
Container Type	The type of physical container.
Container Number	The unique container number provided by the ocean carrier.



Information	Definition
Seal Number	The container seal number from the packing facility.
Contents	A description of the contents. This description does not comprise what you will put in each package; you do that on a different page.
Gross Weight	The gross weight of this container.
Cube	The cubic volume of the container.

5. Repeat step 4 for any additional container forms you have on the page. If you have more forms on the page than you need, you do not have to enter information in all of them. You can leave some blank, but you cannot leave some incomplete.
6. Click the **Save** button to save these containers with the shipment.

The screen displays a message that indicates you have successfully saved the containers.

Once you have defined the containers for your shipment, you can define which products go into each container. For more information, see “Inserting Products into Containers.”

If you have created containers you do not need to use with this shipment, you can delete them. For more information, see “Deleting Containers.”

## Deleting Containers

If you have added a container definition to a shipment record but determine you do not need to use that container within your shipment, you can delete it from the shipment record.

Note that you can delete a container into which you have already inserted products. If you do so, you will have to insert the products into another container if you want to show packed products.

To delete a container:

1. In the Shipment Wizard application, find the shipment record from which you want to delete a container.
2. From the **Packing** submenu, select **Containers**.

3. The **Containers** page displays:

The screenshot shows the 'Containers' page in the Global Wizard application. The page has a sidebar on the left with navigation links: Shipment, Entities, Products, Packing, Logistics, Clauses, Financial, and Documents. The main content area is titled 'Containers' and shows a form for adding containers. The form includes a 'Number of Containers' field set to 5, a 'Save' button, and a 'Delete' checkbox. Below this, there are three container entries: Container 1, Container 2, and Container 3. Each entry has a 'Container Type' dropdown, a 'Container Number' field, a 'Seal Number' field, a 'Contents' text area, and a 'Total Container' section with 'Gross Weight' and 'Cube' fields. A 'Delete' checkbox is visible next to Container 1.

Each container that you have already defined displays and has a checkbox labeled **Delete** by the Container number. Click the **Delete** checkbox for each container you want to delete from the shipment record.

4. Click **Save**.

A message on the screen indicates that you have saved the changes to this screen.

## Inserting Products into Containers

Once you have defined one or more containers for a full container load ocean shipment record and have identified which products this shipment record includes, you can define what products to place in each container. You might think of this as virtually packing the items.

### Inserting Items into Containers

To insert the products into a container:

1. In the Shipment Wizard application, find the ocean full container load shipment record that contains the container into which you want to insert products.
2. From the **Packing** submenu, select **Containers**.
3. The **Containers** screen displays. Beside the container into which you want to insert products, click **Insert Products**.
4. The **Container** screen displays:

The screenshot shows the 'Container 1' screen in the Global Wizard application. The screen has a sidebar on the left with a menu including 'ACME PRODUCTS', 'Shipment 61648', and various sub-menus like 'Shipment', 'Entities', 'Products', 'Packing', 'Logistics', 'Clauses', 'Financial', and 'Documents'. The main area is titled 'Container 1' and shows 'Type: 20 ft Standard'. Below this, there is a 'Containers' section with a 'Save' button. A table is displayed with the following data:

Item	Part Number	Quantity	Description
1	Int Link M9	of 3000	Internal Linkage, M9

There is a 'Save' button at the bottom of the table.

This screen displays a single container. In the **Quantity** edit box for each product within this shipment, type the number of units of that product you want to include in that particular container. You can, of course, include more than one type of product within an individual container.

5. Click **Save** to save the information.

A message displays to indicate that Global Wizard saved the information successfully.

## Adjusting the Number of Products in a Container

Once you have initially allocated the number of products in each container, you can use the **Container** screen to adjust the number of items in each container.

You cannot add containers through the **Container** screen. If you do not have enough individual containers to contain your products, you need to create a new container on the **Containers** screen.

To reallocate the products within a container:

1. In the Shipment Wizard application, find the shipment record that contains the container whose products you want to adjust.
2. From the **Packing** submenu, select **Containers**.
3. The **Containers** screen displays. Beside the container whose product allocation you want to adjust, click **Insert Products**.

Note that if you have not yet defined and saved containers associated with this shipment, the **Insert Products** link does not yet display.

4. The **Container** screen displays:

The screenshot shows the 'Container 1' screen in the Global Wizard application. The sidebar on the left lists navigation options: ACME PRODUCTS, Shipment, Entities, Products, Packing, Logistics, Clauses, Financial, and Documents. The main content area is titled 'Container 1' and shows 'Type: 20 ft Standard'. Below this is a table with columns 'Item', 'Part Number', 'Quantity', and 'Description'. The table contains one row: '1', 'Int Link M9', an empty quantity box, and 'of 3000 Internal Linkage, M9'. There are 'Save' buttons above and below the table.

5. You can adjust the quantities within the container by typing a new quantity in the **Quantity** edit box.
6. Click **Save** to save your changes.

The screen indicates you have saved the changes or identifies any problems Global Wizard encountered.

## Using Packages With Containers

If your company wants to associate a container/seal number with one or more packages in a container on your company's documents, you can choose to specify into which containers the packages go. This functionality is called "overpacking."

To insert products into packages and then containers:

1. In the Shipment Wizard application, create or find the shipment record for which you want to overpack.
2. From the **Packing** submenu, select **Containers**.
3. Create the containers your shipment will use.
4. From the **Packing** submenu, select **Packages**.
5. The **Packages** screen displays. Create the package types you need.
6. Click the **Insert Products** button to add products to the package types you've created.
7. The **Packages** screen now contains a **Container** drop-down list that lists the containers you've created:

For each package type, select the container into which you want to insert the package(s).

8. Click **Save**.

The application saves the package types and associates them with a particular container. Note that if you need to spread packages of a similar type between containers, you'll need to create two separate package types with the same information.

## Defining Marks and Instructions

When you define the package types and packaging information for your shipment, you can define the marks and instructions to include on the exteriors of the packages and any additional instructions to give to the packers who put the products in the packages.

To define these marks and instructions:

1. In the Shipment Wizard application, create or find the shipment record that contains the package type whose products you want to adjust.
2. From the **Packing** submenu, select **Marks and Instructions**.
3. The **Marks and Instructions** screen displays:

You can enter the following information on this screen:

Information	Definition
Marks and Numbers	Within each numbered edit box, type a special mark to indicate on the shipping documents created by Global Wizard.
Special Instructions	Specific instructions for this shipment. If you want to enter a blank line, press SPACE and then ENTER to indicate a blank line.

4. Click **Save**.

Global Wizard displays a message indicating you have saved these instructions.



# Chapter 7:

## Adding Logistics Information to a Shipment Record

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Global Wizard helps you capture logistics information about your shipment so that you can describe certain elements about the transportation and customs elements of the shipment for your documentation purposes.

You can add:

- Information for the inland bill of lading. For more information, see “Defining Inland Bill of Lading Information.”
- Shipment information particular to the air or ocean carrier that will transport your shipment. For more information, see “Entering Air Shipment Information,” “Entering Ocean Shipment Information,” or “Entering Truck Information.”
- Customs information required for customs documentation that you will need when transporting shipments between countries. For more information, see “Entering Customs Information.”

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**NOTE:** The **Logistics** menu contains an additional option, **Hazardous**. This manual does not describe how to add hazardous information to your shipment because this requires specific and detailed training that is beyond the scope of the Global Wizard User’s Guide.

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## Defining Inland Bill of Lading Information

If your shipment requires an inland bill of lading, whether for domestic or international transit, you can enter the carrier information and other details necessary to create this document in Global Wizard.

To define this information:

1. In the Shipment Wizard application, create or find the shipment record for which you want to define the inland bill of lading information.
2. From the **Logistics** submenu, select **Inland Bill of Lading**.
3. The **Inland Bill of Lading** screen displays:

You can enter the following information for the bill of lading:

Information	Definition
Carrier Name	The name of the inland carrier, such as a trucking company, used for this shipment.
Carrier Number	If this international shipment is covered by the U.S. Customs Automated Entry System, the number of the inland carrier.
AT	The location at which the trucking company will pick up the shipment.
Pickup Date	The date upon which the inland carrier will pick up the shipment.
HazMat Response #	The emergency phone number of authorized Hazardous Material specialist.
Route	Any route information required by your inland carrier.



Information	Definition
Delivering Carrier	The carrier name if other than the originating carrier.
Car Vehicle #	The truck or vehicle number if known.
Freight Currency	The currency by which you will pay the inland carrier. Click <b>Search</b> to use the <b>Find a Currency</b> page to select a currency.
Collect on Delivery	Amount driver is to collect upon delivery, if required.
Freight Charges	The type of freight charge applied to this shipment.
Actual Freight	The total freight charge for this shipment.
IBL Special Handling	Free-text description of any special handling instructions to the carrier.

- Once you have entered the information about the inland bill of lading, you can describe each package included within the shipment.

You can choose the number of packages to add to the inland bill of lading. By default, the page displays three forms. To change the number of package forms, type a number in the **Number of Packages** edit box and click **Change**. Global Wizard will change the screen to contain the number of forms you want.

- For each package, you can enter the following information:

Information	Definition
Number of Units	The number individual packages of this package type.
Inland BL Package Type	The free-text description of this package type (box, pallet, carton).
Class Code	The class code your company uses for this class.
Weight	The total weight of all packages of this type.
Description	A free text description for this package.
Hazardous	Whether the contents of this package type are hazardous.

- Repeat step 5 for each package you want to fill. You do not have to fill all package forms on the screen.
- Click **Save** to save the information.

Global Wizard displays a message indicating you have saved this information.

## Entering Air Shipment Information

If you specified that your shipment record is an air shipment, you can enter information specific to air shipments on the **Air Information** screen.

To define this information:

1. In the Shipment Wizard application, create or find the air shipment record for which you want to define the air information.
2. From the **Logistics** submenu, select **Air Information**.

**NOTE:** If the **Ocean Information** or **Truck Information** menu option displays, this shipment record represents a different shipment type, and you cannot enter air information for it. For more information, see “Entering Ocean Shipment Information” or “Entering Truck Shipment Information.”

3. The **Air Information** screen displays:

You can enter the following information for an air shipment:

Information	Definition
Carrier Name	The name of the air carrier or airline.
AWB/HAWB	The Airway Bill or House Airway Bill number provided by the air carrier.
Booking Date	The booking date provided by the air carrier.
Terminal	The terminal to which the shipment must be delivered at the airport.
Service Contract	Special Airfreight rate agreements. See your transportation/Logistics Manager for details.

Information	Definition
Flight Number	The number of the flight upon which the air carrier will transport the shipment. You can enter more than one flight number if needed, such as: BA 1200 LON, BA 1400 FRA.
MAWB	The Master Air Waybill number provided by the air carrier.
IATA Code	The two-character International Air Transport Association (IATA) code for this carrier, required for U.S. Customs Automated Entry System (AES) program. Click <b>Search</b> to use the <b>Find an IATA Carrier</b> page to select a carrier code.
Shipment Country of Origin	The country of the shipment's origin which you set when you created the shipment record.
Schedule D for AES	Select the Schedule D location for this shipment.
Load Port	The three-character airport in the country of origin at which the shipment will be loaded. Click <b>Search</b> to use the <b>Select an Airport</b> page to select an airport in the country of origin. The edit box below will display the full name of the airport you select.
Departure Date	The estimated departure date.
Departure Time	The estimated departure time.
Cargo Cut-Off Date	The last day for delivery of cargo to the airport terminal.
Cargo Cut-Off Time	The last time for delivery of cargo to airport terminal.
Shipment Country of Destination	The destination country for this shipment which you set when you created the shipment record.
Discharge Port	The three-character code for the airport in the destination country at which the shipment will be unloaded. Click <b>Search</b> to use the <b>Select an Airport</b> page to select an airport in the destination country. The edit box below will display the full name of the airport you select.
Arrival Date	The scheduled arrival date.
Arrival Time	The scheduled arrival time.
Domestic Routing	Domestic routing information, if known.
Other Transport Information	Other information about the transportation, if desired.

**NOTE:** If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory.

- Click **Save** to save the information.

Global Wizard displays a message indicating you have saved this information.

## Entering Ocean Shipment Information

If you specified that your shipment record is an ocean shipment, you can enter information specific to ocean shipments on the **Ocean Information** screen.

To define this information:

1. In the Shipment Wizard application, create or find the ocean shipment record for which you want to define the ocean information.
2. From the **Logistics** submenu, select **Ocean Information**.

**NOTE:** If the **Air Information** or **Truck Information** menu option displays, this shipment record represents a different shipment type, and you cannot enter ocean information for it. For more information, see “Entering Air Shipment Information” or “Entering Truck Shipment Information.”

3. The **Ocean Information** screen displays:

You can enter the following information for an ocean shipment:

Information	Definition
Steamship Line/ Carrier SCAC Code	The four-character SCAC code for the ocean carrier. If you use the U.S. Customs Automated Entry System (AES), you must enter this code. Click <b>Search</b> to use the <b>Select a SCAC Carrier</b> page to select a carrier code.
Steamship Line/Carrier Name	The name of steamship line or Non-Vessel Operating Common Carrier (NVOCC).
Vessel Name	The name of the vessel upon which the shipment will travel. Provided by the ocean carrier.
Voyage Number	The voyage number upon which the shipment will travel. Provided by the ocean carrier.

Information	Definition
Booking Number	The booking number provided by the ocean carrier.
Booking Date	The date of the booking provided by the ocean carrier.
Pier	The pier at the port to which the shipment should be delivered for loading.
Service Contract Number	Special freight rate agreements, see your transportation/Logistics Manager for details.
OBL Number	The Ocean Bill of Lading number, provided by ocean carrier or freight forwarder after vessel sails.
OBL Date	The Ocean Bill of Lading date, provided by ocean carrier or freight forwarder after vessel sails.
Pre Carriage By	The originating carrier's name in an Intermodal move shipment.
Flag	The ocean carrier vessel's flag or country of registration.
Shipment Country of Origin	Selected at time of original shipment entry
Schedule D for AES	The Schedule D port for this shipment.
Load Port	The three-character port in the country of origin at which the shipment will be loaded. Click <b>Search</b> to use the <b>Select an Ocean Port</b> page to select a port in the country of origin. The edit box below will display the full name of the port you select.
Sail Date	The estimated departure date, later confirmed by Ocean Bill of Lading date.
Cargo Cut-Off Date	The last day for delivery of cargo to pier.
Shipment Country of Destination	The destination country for this shipment which you set when you created the shipment record.
Discharge Port	The port in the destination country at which the shipment will be unloaded. Click <b>Search</b> to use the <b>Select an Ocean Port</b> page to select a port in the destination country. The edit box below will display the full name of the port you select.
Arrival Date	The scheduled arrival date at Discharge Port.
Freight Payable At	A free-text description of where the freight is payable, used for Ocean Bill of Lading.
Place of Receipt by Pre Carrier	For Intermodal Movement shipments, the location where the shipment was received, by the Pre Carrier.
Place of Receipt by On Carrier	For Intermodal Movement shipments, the location where the shipment was received, by the On Carrier.
Type of Move	Ocean Container.
Transshipment To	The Port and Country to which the shipment will be transported after discharge at specified port.
Domestic Routing	Additional routing information, if necessary.

Information	Definition
Onward Inland Routing	Additional routing information to move cargo to inland destination, if necessary.
Point and State of Origin	The originating location of the shipment.
Other Transport Information	Other information, if necessary.

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**NOTE:** *If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory.*

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4. Click **Save** to save the information.

Global Wizard displays a message indicating you have saved this information.

## Entering Truck Information

If you specified that your shipment record is a truck shipment, you can enter information specific to truck shipments on the **Truck Information** screen.

To define this information:

1. In the Shipment Wizard application, create or find the truck shipment record for which you want to define the truck information.
2. From the **Logistics** submenu, select **Truck Information**.

**NOTE:** If the **Air Information** or **Ocean Information** menu option displays, this shipment record represents a different shipment type, and you cannot enter truck information for it. For more information, see “Entering Air Shipment Information” or “Entering Ocean Shipment Information.”

3. The **Truck Information** screen displays:

The screenshot shows the 'Truck Information' screen within the 'Shipment Wizard' application. The left sidebar contains a navigation menu with options: Shipment, Entities, Products, Packing, Logistics (selected), Clauses, Financial, and Documents. The main content area is titled 'Truck Information' and includes a 'Save' button. The form contains the following fields and controls:

- SCAC Code: Input field with a 'Search' button.
- Carrier Name: Input field with a 'Search' button.
- Booking Number: Input field.
- Booking Date (mm/dd/yyyy): Input field.
- Service Contract: Input field.
- Pro Number: Input field.
- Containerized: Check box.
- Schedule D for AES: Dropdown menu.
- Departure City: Input field.
- Departure State/Province: Dropdown menu.
- Pick Up Date (mm/dd/yyyy): Input field.
- Hazardous: Radio buttons for 'Yes' and 'No'.
- Arrival City: Input field.
- Arrival State/Province: Dropdown menu.
- Estimated Delivery Date (mm/dd/yyyy): Input field.
- Domestic Routing: Input field.

You can enter the following information for a truck shipment:

Information	Definition
SCAC Code	The four-character SCAC code for the carrier. If you use the U.S. Customs Automated Entry System (AES), you must enter this code. Click <b>Search</b> to use the <b>Select a SCAC Carrier</b> page to select a carrier code.
Carrier Name	The name of carrier.

Information	Definition
Booking Number	The booking number provided by the carrier.
Booking Date	The date of the booking provided by the carrier.
Service Contract.	A contract number that identifies special freight rate agreements. See your Transportation/Logistics Manager for details.
Pro Number	The Progressive Routing Order number for this shipment.
Containerized	Whether this shipment is containerized.
US Customs Border Crossing	The location at which this shipment will pass through United States Customs.
Departure City	The city from which this shipment will depart.
Departure State/Province	The state or province from which this shipment will depart.
Pickup Date	The date upon which the carrier will pick up this shipment.
Arrival City	The city to which this shipment is going.
Arrival State/Province	The state or province to which this shipment is going.
Estimated Delivery Date	The date upon which this shipment is expected to arrive at its destination.
Domestic Routing	Additional routing information, if necessary.
Other Transport Information	Additional information, if necessary.

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**NOTE:** *If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory..*

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4. Click **Save** to save the information.

Global Wizard displays a message indicating you have saved this information.



## Entering Customs Information

You can use Global Wizard to define information for customs documents required when shipping internationally between your source country and destination country.

Global Wizard automatically determines what information you need based upon the source and destination country, so it only prompts you for information relevant to your shipment and the documents it produces.

To define customs information:

1. In the Shipment Wizard application, create or find the shipment record for which you want to define the customs information.
2. From the **Logistics** submenu, select **Customs**.
3. The **Customs** screen displays:

If the message *Your shipment does not have a currency selected* displays, you have not yet set the shipment currency on the **Shipment Details** screen.

The information that this screen prompts you for differs based upon the origin country and destination country for this shipment record. This screen prompts you for some of the following information:

Information	Definition
Origin FTZ (Foreign Trade Zone)	If the shipment originated in a Foreign Trade Zone, the name and location of the FTZ.
Entry Number	If you complete customs formalities, the entry number.
Entry Date	The date upon which you entered customs information.
Import License	The import license number, if any.
Import License Date	The import license date, if any.

Information	Definition
Customs Office	The location of the Customs office.
Customs Value	The value of the shipment in U.S. dollars.
From Date	Start of the NAFTA Blanket Period. This field displays on shipments between the United States and Mexico, Canada, or Chile. This field only displays if it applies to this shipment.
To Date	End of the NAFTA Blanket Period. This field only displays if it applies to this shipment.
Origin State	The U.S. state where the transportation process began.
Export Info Code	Required data for AES Program for all US export shipments.
InBond Number	If the shipment is traveling under Customs Supervision, the In Bond Number issued by Customs.
InBond Code	The type of Customs approval for the InBond Number.
Transaction Type	<i>Only displays for shipments to Canada.</i> The transaction type. Required by Canadian customs.
Transshipment Country	<i>Only displays for shipments to Canada.</i> If shipment was transshipped through a country other than the originating country, the country in which the shipment was unloaded and reloaded.
Mode / Place of Shipment	<i>Only displays for shipments to Canada.</i> The manner of transportation and the location, State or Province, where the shipment originated. Required by Canadian customs.
Agency Ruling	<i>Only displays for shipments to Canada.</i> The ruling from the Canadian Customs and Revenue Agency, if pertinent. Required by Canadian customs.
Charges in Invoice Total	<i>Only displays for shipments to Canada.</i> Whether all charges are included in the commercial invoice total. Required by Canadian customs.
Transportation and Insurance	<i>Only displays for shipments to Canada.</i> If the commercial invoice does not contain transportation and insurance charges, the total of these charges. Required by Canadian customs.
Assembly / Construction	<i>Only displays for shipments to Canada.</i> If the commercial invoice does not contain assembly and construction charges, the total of these charges. Required by Canadian customs.
Export Packing	<i>Only displays for shipments to Canada.</i> If the commercial invoice does not contain export packing charges, the total of these charges. Required by Canadian customs.
Commissions	<i>Only displays for shipments to Canada.</i> If the commercial invoice does not contain commission charges, the total of these charges. Required by Canadian customs.

Information	Definition
Royalty	<i>Only displays for shipments to Canada.</i> Whether a royalty is payable on this transaction. Required by Canadian customs.
Purchaser is Supplier	<i>Only displays for shipments to Canada.</i> Whether the purchaser is the supplier. Required by Canadian customs.
Commercial Invoice Included	<i>Only displays for shipments to Canada.</i> Whether the commercial invoice is included with the document package for this shipment. Required by Canadian customs.

**NOTE:** *If you have selected the United States or another AES-governed country as the export country for this shipment, the Automated Export System logo displays by those fields required for AES use. In 2008, the United States made AES mandatory.*

4. Click **Save** to save the information.

Global Wizard displays a message indicating you have saved this information.





# Chapter 8:

## Adding Clauses to a Shipment

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Within a shipment record, you create a number of free-text clauses and assign each to specific shipping documents, either before or after the shipment details. Called Header Clauses and Footer Clauses, these pieces of free text allow you to add standard notes to shipping documents from a single, standardized list.

When you create the shipping documents, Global Wizard looks through the list of clauses you have assigned to the shipment record and appends the appropriate clause for the individual types of shipping document.

Each clause you assign will only appear on the shipping documents for to which you have assigned that specific clause. Hence, if you create a clause for a specific type of shipping document but do not create the associated shipping document, Global Wizard might not use the clauses you create.

Previous versions of Global Wizard only featured a single clause section; any clauses you created with those versions remain as Footer Clauses.

Using the **Clauses** screen of Global Wizard, you can:

- Create a clause and assign it to specific shipping documents. For more information, see “Adding Clauses to a Shipment Record.”
- Change the documents upon which a clause appears. For more information, see “Changing Claus Document Assignments.”
- Delete clauses you don’t need. For more information, see “Removing Clauses from a Shipment Record.”

In addition to creating header and footer clauses, you can add clauses at the item level associated with individual products. For more information, see the section “Adding Products to a Shipment” in the chapter “Editing Products in a Shipment”.

- Adding Clauses to a Shipment Record

To create or find clauses to include with the shipping record:

1. In the Shipment Wizard application, create or find the shipment record for which you want to create and assign clauses.
2. From the **Clause** submenu, select **Header Clause** if you want the clause to appear on the document before the shipment details or **Footer Clause** if you want it to display after the information.
3. The **Clauses** or **Header Clauses** page displays:

You can choose the number of clauses to create or assign to the shipment record on this page. By default, the page displays three forms. To change the number of clause forms, type a number in the **Number of Clauses** edit box and click **Change**. Global Wizard will change the screen to contain the number of forms you want.

4. For each clause, you can enter the following information:

Information	Definition
Text	The text to include with the shipping document. If you want to use a boilerplate clause, click <b>Search</b> to use the <b>Select a Clause</b> screen to choose a clause from a list of your company's standard clauses.
Assign To	Click the checkbox or checkboxes of the documents to which you want to assign this clause.

5. Click **Save** to save the clause or clauses.

Global Wizard displays a message to indicate that you have successfully saved the information.

## Changing Clause Document Assignments

If you have added clauses to your shipping record but want to change which documents the clauses appear, you can easily change them.

To change the document assignments for a clause:

1. In the Shipment Wizard application, create or find the shipment record for which you want to create and assign clauses.
2. From the **Clause** submenu, select **Header Clause** if you want the clause to appear on the document before the shipment details or **Footer Clause** if you want it to display after the information.
3. The **Clauses** or **Header Clauses** page displays. Find the clause whose assignment you want to change.
4. From the list of checkboxes, check the boxes to which you want to add the clause and uncheck the boxes whose documents from which you want to remove the cause.
5. Click **Save**.

Global Wizard displays a message to indicate that you have successfully saved the information.

## Reordering Clauses in a Shipment Record

After you have created and assigned clauses, you can alter the order in which the clauses appear.

To reorder the clauses in a shipment record:

1. In the Shipment Wizard application, find the shipment record in which you want to remove clauses.
2. From the **Clauses** submenu, select **Header Clauses** to reorder a header clause or **Footer Clauses** to remove a footer clause.

3. The **Clauses** or **Header Clauses** page displays:

Beside each numbered clause, an edit box contains a number. These edit boxes allow you to change the order in which the clauses appear. Type new numbers into each to order them as you want.

4. Click **Save**.

The clauses display in the new order.

## Removing Clauses from a Shipment Record

Once you have created and assigned clauses within your shipment record, you might determine that you do not actually need one or more of the clauses. You can remove any clause you have assigned to a document in this shipment record with the **Footer Clauses** or **Header Clauses** screen.

Note that if you remove one of your company's standard boilerplate clauses from a shipment record, you are not removing that clause from the list your company maintains; you are only removing it from this particular shipment record.

To remove a clause from a shipment record:

1. In the Shipment Wizard application, find the shipment record from which you want to remove clauses.
2. From the **Clauses** submenu, select **Header Clauses** to remove a header clause or **Footer Clauses** to remove a footer clause.



3. The **Clauses** or **Header Clauses** page displays:

Within each clause you have already created and assigned, the **Delete Clause #** checkbox displays. For each clause you want to remove from this shipment record, click the checkbox.

4. Click **Save**.

Global Wizard displays a message to indicate that you have successfully saved the changes, which means you have successfully removed the clauses you selected.





# Chapter 9: Editing Financial Information for a Shipment

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You can describe certain financial aspects of a shipment using the Financial Information screens of Global Wizard. These financial screens capture information regarding insurance, charges, and bank drafts for this shipment.

You can add some or all of the following:

- Insurance information. For more information, see “Adding Insurance Information to a Shipment Record.”
- Charges. For more information, see “Adding Charges Information to a Shipment Record.”
- Bank draft information. For more information, see “Adding Bank Draft Information to a Shipment Record.”

## Adding Insurance Information to a Shipment Record

Insurance information for your shipment allows you to define the terms under which this shipment will be insured and who will insure the shipment.

To define insurance information:

1. In the Shipment Wizard application, create or find the shipment record for which you want to define the insurance information.
2. From the **Financial** submenu, select **Insurance**.
3. The **Insurance** screen displays:

You can enter the following information:

Information	Definition
Insurance	Whether the freight forwarder should insure the shipment.
Insurance Percentage	The percentage of the invoice value that the forwarder should insure. Industry standards are from 10% to 15% over the invoice amount, such as 110% or 115%. Do not type the percent sign (%).
Declared Insurance Value	The dollar value of the shipment for insurance purposes.
Declared Value for Carriage	The dollar of the shipment for domestic transportation insurance purposes.
Shipment Valuation	The total value of the shipment for your insurance certificate.

4. Click **Save**.

Global Wizard displays a message to indicate that you have successfully saved the information.

## Adding Charges Information to a Shipment Record

The **Charges** screen of Global Wizard lets you identify charges associated with shipping the shipment. You can identify two types of charges on this screen:

- Billable, which appear on commercial invoices and other invoice-type documents.
- Non-billable, which do not appear on documents but might be useful to your company for tracking the other associated costs with your shipping process.

To define charges information:

1. In the Shipment Wizard application, create or find the shipment record for which you want to define the shipping charge information.
2. From the **Financial** submenu, select **Charges**.
3. The **Charges** screen displays:

The screenshot shows the 'Charges' screen in the Global Wizard application. The sidebar on the left lists navigation options: Shipment, Entities, Products, Packing, Logistics, Clauses, Financial, and Documents. The main content area is titled 'Charges' and features a 'Save' button at the top right. Below this, there are two columns: 'Billable' and 'Non-Billable'. Each column contains input fields for various charges, including Air Freight, Terminal Charges, Insurance, Documentation, Packing, Inland Freight, and Other Charges (1, 2, 3). A 'Total' field is also present at the bottom of each column. The 'Non-Billable' column shows a total of 330.00 USD.

You can enter the following information in both the billable and non-billable columns:

Information	Definition
Air / Ocean / Truck / Rail Freight	Freight charges for this shipment, if any.
Terminal Charges	Any terminal charges associated with this shipment.

Information	Definition
Insurance	Any insurance costs associated with this shipment.
Documentation	Any documentation costs associated with this shipment.
Packing	Costs associated with packaging this shipment.
Inland Freight	Any inland freight charges for this shipment
Other Charges 1	Any other charges associated with this shipment. You can enter a label for this type of charge by entering information in the Other Charges 1 edit box and then can enter associated costs.
Other Charges 2	Any other charges associated with this shipment. You can enter a label for this type of charge by entering information in the Other Charges 2 edit box and then can enter associated costs.
Other Charges 3	Any other charges associated with this shipment. You can enter a label for this type of charge by entering information in the Other Charges 3 edit box and then can enter associated costs.
Total	The total, calculated by Global Wizard, shipping charges for this shipment.

4. Click **Save** to save these charges.

Global Wizard displays a message to indicate that you have successfully saved the information.

## Adding Bank Draft Information to a Shipment Record

To define bank draft information:

1. In the Shipment Wizard application, create or find the shipment record for which you want to define the bank draft information.
2. From the **Financial** submenu, select **Bank Draft**.
3. The **Bank Draft** screen displays:

You can enter the following information:

Information	Definition
Draft Number	The Number assigned to this draft by the person generating the document.
Draft Amount	The total amount of the Commercial Invoice. You cannot edit this amount.
Draft Date	The date for the draft.
Draft Tenor	The draft tenor. Click <b>Search</b> to use the <b>Select a Draft Tenor</b> page to select a draft tenor.
Account Number	The Bank Account to credit with the proceeds.
Text	Text to display on the bank draft.
Drawee Company Name	The name of the company that is the source of the funds. This information defaults to the Bill To entity you set for this shipment in the Entities portion of Global Wizard. You can type a different company name if needed.
Address 1	The first line of the address of the company that is the source of the funds. This information defaults to the Bill To entity you set for this shipment in the Entities portion of Global Wizard. You can type a different address if needed.
Address 2	The second line of the address of the company that is the source of the funds. This information defaults to the Bill To entity you set for this shipment in the Entities portion of Global Wizard. You can type a different address if needed.

Information	Definition
Address 3	A third line for the address.
Address 4	A fourth line for the address.
Address 5	A fifth line for the address.
Payee Company Name	The name of the company to which the funds are deposited. This information defaults to the Exporter entity you set for this shipment in the Entities portion of Global Wizard. You can type a different company name if needed.
Address 1	The first line of the address of the company that is the source of the funds. This information defaults to the Exporter entity you set for this shipment in the Entities portion of Global Wizard. You can type a different address if needed.
Address 2	The second line of the address of the company that is the source of the funds. This information defaults to the Exporter entity you set for this shipment in the Entities portion of Global Wizard. You can type a different address if needed.
Address 3	A third line for the address.
Address 4	A fourth line for the address.
Address 5	A fifth line for the address.
Advising Bank LC Number	The Letter of Credit Number for the transaction/shipment.
LC Date	The issue date for the Letter of Credit.
LC Expiration Date	The expiration date for the Letter of Credit.
Issuing Bank	The name of the Issuing Bank.
Advising Bank	The name of the Advising Bank.
Presenting Bank	The name of the Presenting Bank.
Documents	How to deliver the letter of credit or bank draft document.
Deliver Documents	How to mail the letter of credit or bank draft document.
Advise Acceptance	How to receive acceptance notification by the bank.
Advise Non Payment	How to receive for advice of nonpayment by the bank.
Charges	Select appropriate Account option from drop-down list.
Protest	How to receive notification of protest.
Payment	How to receive payment of this letter of credit or bank draft.
Collect Interest at	The interest rate for the collection of charges, if appropriate.
From Date	The date interest starts accruing.
To Date	The date interest stops accruing.



Information	Definition
Other Instructions	A free-text description of any other special instructions concerning financial issues regarding this transaction/shipment.
Contact Name	The contact responsible for the financial segment of the transaction.
Phone	The contact's phone number.
Fax	The contact's fax number.
Email	The contact's email address.

4. Click **Save** to save these charges.

Global Wizard displays a message to indicate that you have successfully saved the information.





# Chapter 10: Creating Shipping Documents

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After you have entered all relevant information for your shipment in the shipment record, Global Wizard is ready to create the shipping documentation you need to ship the products from the origin country to the destination country.

Global Wizard generates the documents in Portable Document Format (PDF), a document technology developed by Adobe, Incorporated. This format creates documents that you can view and print on any computer if you have Adobe Acrobat Reader or Adobe Acrobat. Adobe Acrobat Reader is a free utility available for download from <http://www.adobe.com>.

Global Wizard dynamically generates the documents to view or email based on the current information in the shipment record. The document you see is always up to date. This also means that if you change any portion of the shipment record and view a document again, it might have changed based on the new information.

You can:

- Create special forms that represent your own custom documents. For more information, see “Using Special Forms.”
- Review document requirements associated with this shipment. For more information, see “Reviewing Document Requirements.”
- Use Global Wizard to store and make available other shipment documents. For more information, see “Using Document Storage.”
- View documents for this shipment. For more information, see “Viewing Shipping Documents.”
- Group documents together and create a single printable PDF (Portable Document File) file or to email them to contacts listed in the shipment record. For more information, see “Grouping Documents.”

Additionally, the latest version of this manual is available from the Documents menu.

## Using Special Forms

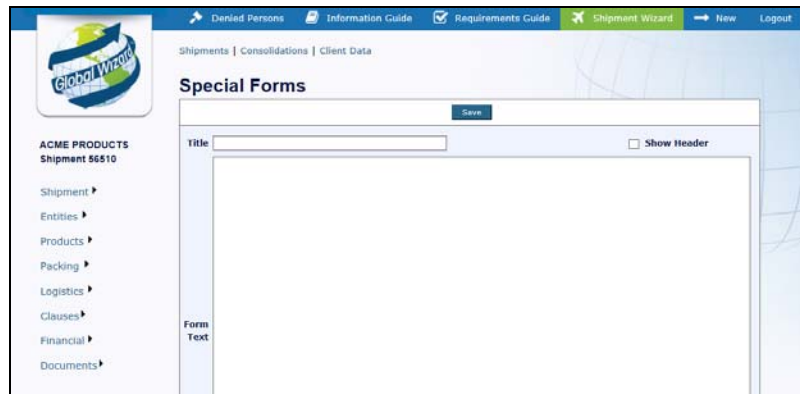
Global Wizard allows you to create your own special forms that you can then use when creating or emailing documents. These special forms can contain other information you want and can include the Commercial Invoice header.

When you create a special form, it only applies to the shipment in which you created the special form; that is, it will not be available on other open or new shipments.

### Creating a Special Form

To create a special form:

1. In the Shipment Wizard application, create or find the shipment record for which you want to define the special form.
2. From the **Documents** submenu, select **Special Forms**.
3. The **Special Forms** screen displays:



This screen displays a number of special forms you can use; each set of edit boxes creates a special form. You do not have to use all sets of edit boxes on the page.

4. In the **Title** edit box, type a title for this special form. This title will display on the **View Documents** and **Group Documents** screens.

- Click the **Show Header** checkbox if you want the Commercial Invoice heading to display atop this form.

For example, if you do not check the **Show Header** checkbox, the information you type will display on its own page:

The screenshot shows a form titled "FDA Testing Certification". The text inside the form reads: "The food products within this shipment have been certified according to FDA practices." In the top right corner, there is a logo for "exitsinc" with a red "e" and "COM" in a circle.

If you check the checkbox, the heading displays:

The screenshot shows the "FDA Testing Certification" form with a detailed header. The form is divided into several sections:

- Shipper/Exporter:** Lansing Associates Inc, 1911 Lansing Industrial Boulevard, Lansing, MI 48906, United States.
- Invoice Number:** 256-200
- Invoice Date:** [blank]
- Exporter Reference:** [blank]
- Customer Reference:** [blank]
- Terms of Payment:** Incoterms
- Ship Via:** Ocean FCL
- Carrier Name:** [blank]
- Voyage:** [blank]
- Booking Number:** [blank]
- Export Date:** [blank]
- Letter of Credit Number:** [blank]
- Import License Number:** [blank]
- Markings and Numbers:** [blank]
- Special Instructions:** [blank]
- Hazardous Materials:** No
- IMCO Code:** [blank]

At the bottom, it repeats the text: "The food products within this shipment have been certified according to FDA practices."

- In the **Form Text** edit box, type the text you want to display on this form. You can type up to 1800 characters.
- Click Save.

Global Wizard displays a success message to indicate that it has saved the form.

You can now:

- Use this form with this shipment by viewing it or emailing it. For more information, see "Using a Special Form."
- Edit this form. For more information, see "Editing a Special Form."
- Delete a special form. For more information, see "Deleting a Special Form."
- Add clauses to the form. For more information, see the chapter entitled "Adding Clauses to a Shipment."

## Using a Special Form

Once you have created a special form, you can find it on both the **Email Documents** screen and the **View Documents** screen for this shipment:

Products ▶	CERTIFICATE OF ORIGIN W/ CONTINUATION ☐ CHINA NO SOLID WOOD CHINA NON-CONIFEROUS WOOD CI LANDSCAPE NO CURRENCY SPECIFIED ☐ CI PORTRAIT NO CURRENCY SPECIFIED ☐ COMMERCIAL INVOICE WITH PO L COMMERCIAL INVOICE - CLYDE BERGEMANN ☐ COMMERCIAL INVOICE - SONOSITE ☐ COMMERCIAL INVOICE FULL HTS W/ ECCN AND WEIGHT ☐ COMMERCIAL INVOICE FULL HTS WITH ECCN AND LICENSE ☐ COMMERCIAL INVOICE L ☐ COMMERCIAL INVOICE L (no HTS) ☐ COMMERCIAL INVOICE L FULL HTS ☐ COMMERCIAL INVOICE L PO AND ECCN COMMERCIAL INVOICE L WITH ECCN ☐ COMMERCIAL INVOICE P ☐ COMMERCIAL INVOICE P (no HTS) ☐ COMMERCIAL INVOICE P FULL HTS ☐ COMMERCIAL INVOICE P WITH ECCN COMMERCIAL INVOICE WITH LOT L CONSIGNMENT INSTRUCTIONS DANGEROUS GOODS - AIR DANGEROUS GOODS OCEAN DELIVERY ORDER DOCK RECEIPT FAA CERTIFICATE INLAND BILL OF LADING INVOICE L ☐	PACKING LIST BREAK BULK NO VALUE L PACKING LIST BREAK BULK NO VALUE P PACKING LIST BREAK BULK P ☐ PACKING LIST CONTAINERIZED L ☐ PACKING LIST CONTAINERIZED NO VALUE L ☐ PACKING LIST CONTAINERIZED NO VALUE P ☐ PACKING LIST CONTAINERIZED P ☐ PROFORMA INVOICE L ☐ PROFORMA INVOICE NO HTS L ☐ PROFORMA INVOICE NO HTS P ☐ PROFORMA INVOICE P ☐ PURCHASE ORDER L PURCHASE ORDER P QUOTATION L QUOTATION P QUOTATION P REPUBLIC OF SOUTH AFRICA DECLARATION SHIPPER'S EXPORT DECLARATION ☐ The SED data must be filed electronically through AES as the EEI. SHIPPER'S LETTER OF INSTRUCTION SLI - AES READY SPANISH CI LANDSCAPE ☐ SPANISH CI PORTRAIT ☐ SPECIAL FORM: INT LINK M9 INSTRUCTIONS Swiss Certificate of Origin ☐ US CHILE FTA CO
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For more information about viewing or emailing documents, see “Viewing Shipping Documents” and “Emailing Shipping Documents.”

## Editing a Special Form

Once you have created a special form, you can edit that form directly on the **Special Forms** screen to change the title, header, or form text.

If you want to change the clauses appended to this form, you need to use the **Clauses** screen. For more information, see “Adding Clauses to the Shipment.”

To edit the form:

1. In the Shipment Wizard application, find the shipment record for which you want to define the special form.
2. From the **Documents** submenu, select **Special Forms**.
3. The **Special Forms** screen displays. You can:
  - ✓ Type a new title in the **Title** edit box.
  - ✓ Add or remove the Commercial Invoice header by placing or removing the checkmark from the **Show Header** checkbox.
  - ✓ Change the text of the form body by typing a new value in the **Form Text** edit box.
4. Click **Save** to save your changes.

Global Wizard displays a message indicating you've saved your changes.

## Deleting a Special Form

You can delete a special form that the shipment no longer needs.

To delete the special form:

1. In the Shipment Wizard application, find the shipment record from which you want to delete the special form.
2. From the **Documents** submenu, select **Special Forms**.
3. The **Special Forms** screen displays. For the form you want to delete, click the **Delete** checkbox.
4. Click **Save**.

Global Wizard displays a success message that indicates it has saved your changes.

## Reviewing Document Requirements

Shipment Wizard application now integrates with the Requirements Guide application so that it can show you the required documents for the current shipment based upon the export and import countries and can quickly identify where you might need to enter more information to generate the required documents.

To find review the document requirements for this shipment, select **Document Requirements** from the **Documents** submenu.

The **Document Requirements** screen displays:

Document	Original	Copies	Notes	Comments
Bill of Lading - Airway Bill	1	1	A, B	Only air shipment consolidation allowed.
Certificate of Origin	1	5	C	
Commercial Invoice - highest level - any country to any country	1	5	D, E, F	
Consular/Customs Invoice ALERT				
ENTRY POINT Karem Abu Salem-Israel	1	2	G	
ENTRY POINT Rafah- OPT-Gaza	1	2	H	
ENTRY POINT Salloum-Libya	3	9	I	
ENTRY POINT WadiHalfa-Sudan	1	2	J	
Insurance Certificate	1	5	K	
ISPM 15			L	
Meat, Poultry & Processed Egg Products			M	
Packing List	1	2	N	Advised for all shipments. Available for download. Available for data entry. Instructions

This screen identifies the standard documents required for the shipment and lists other documents that your shipment might require based on its contents.

The table identifies:

- How many Original documents are required.
- How many Copies of each document are required.
- Any special notes regarding the document. You can mouse over the note letter to see the note, or you can find them at the bottom of the page.



Additionally, the Comments column can include the following links:

- Available for download, which means you can download a copy of this document. You can then fill out the document and use it for the shipment.
- Available for data entry, which means you can download a copy of the document into which you can type the required fields. You can then print out the completed document and use it for your shipments.
- Instructions, which means you can download a copy of instructions for this particular document.

Many of the downloadable documents use Adobe Acrobat's Portable Document Format (PDF) files.

Remember, Global Wizard can take the information you enter and generate many of these documents automatically, so the documents available on this page should serve mostly for your reference.

## Using Document Storage

You can attach other documents to the shipment by uploading those files directly. Global Wizard lets you upload the following types of documents:

Images:

- .jpg (JPEG files)
- .tif (Tagged Image Format)
- .bmp (Bitmaps)
- .gif (GIF files)

Data:

- .doc or .docx (Microsoft Word documents)
- .xls or .xlsx (Microsoft Excel spreadsheets)
- .pdf (Adobe Portable Document Format)
- .csv (Comma-separated value)
- .txt (Text files)

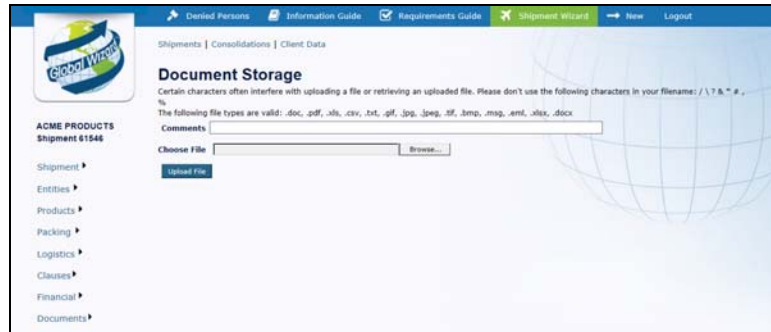
When you add documents to shipments in Global Wizard, those files are only available for the current shipment.

### Storing a Document with a Shipment

To add one or more documents to a shipment:

1. In the Shipment Wizard application, create or find the shipment record with which you want to store an additional document.
2. From the **Documents** submenu, select **Document Storage**.

3. The **Document Storage** screen displays:



Click the **Browse** button.

4. A **Choose file** window displays. Navigate your folder structure and choose the file you want to attach to this document. You can attach a file of any of the supported types up to 1 Mb in size.
5. Click **Upload File**.

Global Wizard displays a success message. The screen displays the name of the file you uploaded.

Once you have uploaded the document, you can now:

- Use this document with this shipment by viewing it or emailing it. For more information, see “Using a Stored Document.”
- Delete the stored document from the shipment. For more information, see “Deleting a Stored Document.”

## Using a Stored Document

Once you have uploaded a stored document, you can find it on both the **Group Documents** screen and the **View Documents** screen for this shipment:



For more information about viewing or emailing documents, see “Viewing Shipping Documents” and “Emailing Shipping Documents.”

## Deleting a Stored Document

You can delete a stored document that the shipment no longer needs.

To delete the stored document:

1. In the Shipment Wizard application, find the shipment record that contains the stored document you want to delete.
2. From the **Documents** submenu, select **Document Storage**.
3. The **Document Storage** screen displays. Next to the document you want to delete, click the checkbox.
4. Click **Delete Marked**.

Global Wizard displays the screen without the document.

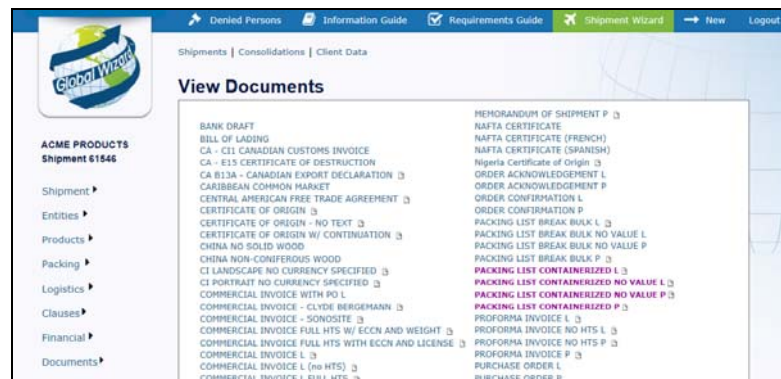
## Viewing Shipping Documents

You can view any of the documents required for your shipment in your browser window.

**NOTE:** Before you can review these documents, you must have installed Adobe Acrobat Reader.

To view your shipping documents.

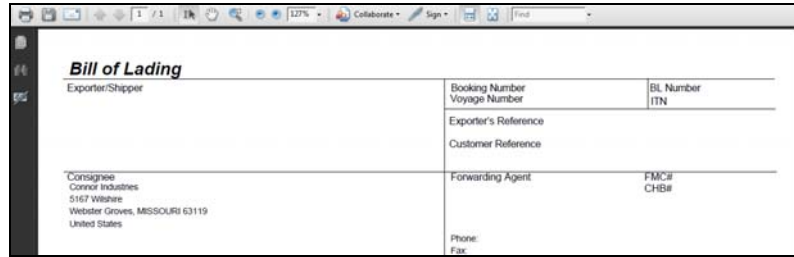
1. In the Shipment Wizard application, find the shipment record for which you want to view the shipping documents. The shipment documents will use the information you have entered in the shipment record, so the more complete the information is, the more complete the documents will be. Conversely, if you create a new shipment record and view its documents immediately, they will not contain all the information required by law or regulation in the documentation.
2. From the **Documents** submenu, select **View Documents**.
3. The **View Documents** screen displays:



The list of documents that displays depends upon the list of documents your company has specified. Global Wizard identifies the documents that you cannot generate by displaying them in a different color.

Click the document you want to view.

4. Your Web browser uses the Adobe Acrobat plugin to display the document:



The screenshot shows a web browser window with a title bar and address bar. The main content area displays a form titled "Bill of Lading". The form is divided into several sections with labels and input fields. The "Consignee" section is on the left, and the "Forwarding Agent" section is on the right. The "Booking Number" and "Voyage Number" fields are at the top right. The "Exporter's Reference" and "Customer Reference" fields are in the middle right. The "Phone:" and "Fax:" fields are at the bottom right.

<b>Bill of Lading</b>	
Exporter/Shipper	Booking Number
	Voyage Number
	BL Number
	ITN
	Exporter's Reference
	Customer Reference
Consignee	Forwarding Agent
Conner Industries	PMC#
5167 Wilshire	CHB#
Webster Groves, MISSOURI 63119	
United States	
	Phone:
	Fax:

You can view, save, or print this document.

When you are finished, click your Web browser's Back button to return to the document information screen.

## Grouping Documents

You can group multiple shipment documents to either view the group as a single PDF (Portable Document Format) file or you can send the documents to any of the contacts you have listed in the shipping record or other recipients. The messages you send will contain some introductory text you specify as well as the documents you select as Portable Document Format (PDF) attachments. Although you do not need Adobe Acrobat Reader to send these document, the recipients of the messages do need this software to view the attachments.

In addition to the standard documents, you can also include the documents you've uploaded using the document storage feature. For more information, see "Using Document Storage."

### Creating a PDF File

To group your shipping documents and create a single PDF file:

1. In the Shipment Wizard application, find the shipment record for which you want to group documents. The documents will use the information you have entered in the shipment record, so the more complete the information is, the more complete the documents will be. Conversely, if you create a new shipment record and group its documents immediately, they will not contain all the information required by law or regulation in the documentation.
2. From the **Documents** submenu, select **Group Documents**.
3. The **Group Documents** screen displays:



The list of documents that displays depends upon the list of documents your company has specified. Global Wizard identifies the documents that you cannot generate by displaying them in a different color.

In the list of documents, click the checkboxes beside the documents you want to group.

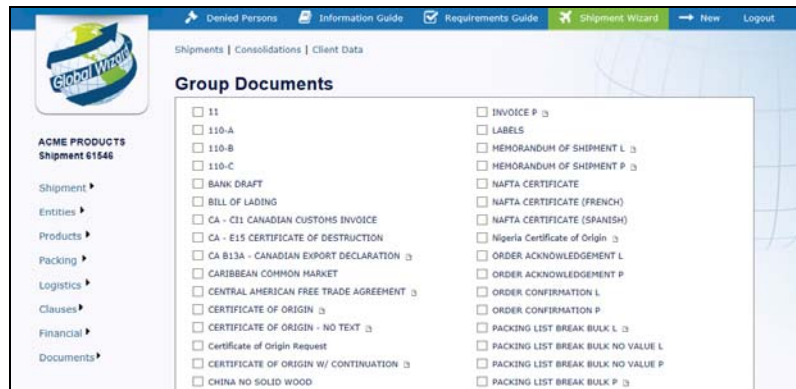
4. Click the **Print Documents** button.

The application creates a single PDF file with the selected documents and displays it using the Adobe Acrobat Reader plug-in. You can save the file or print it using Adobe Acrobat Reader.

## Emailing Shipment Documents

To email PDF versions of the documents and to send them to the contacts associated with the shipment record:

1. In the Shipment Wizard application, find the shipment record for which you want to group shipping documents.
2. From the **Documents** submenu, select **Group Documents**.
3. The **Group Documents** screen displays:



The list of documents that displays depends upon the list of documents your company has specified. Global Wizard identifies the documents that you cannot generate by displaying them in a different color.

In the list of documents, click the checkboxes beside the documents you want to group.

4. From the list of Shipment Participants, click the checkboxes beside the contacts listed in shipment record's entities to whom you want to send the documents.
5. From the Other Recipients drop-down lists, select other recipients to whom you would like to send the documents.



6. In the edit box, type a free-text description to serve as the body of your email message. You can describe, briefly, the nature of the shipment or transaction so that your recipients will know what to expect in the attachments.
7. Click **Email Documents**.

Global Wizard generates the selected documents and emails them to the selected recipients. Global Wizard also logs the sender and the recipients for future reference.

## Using AES Direct

If your organization uses AES Direct to streamline its export documentation, rather than filing the Electronic Export Information (EEI) through a freight forwarder, you can submit your shipment information to AES Direct through Global Wizard.

If you have specified your export country as the United States, you have seen certain fields throughout Shipment Wizard that display the AES logo; these fields are required for AES Direct. Global Wizard will check your shipment to make sure you have all required fields.

To file your EEI with AES Direct through Global Wizard:

1. In the Shipment Wizard application, find the shipment record that you want to file with AES Direct.
2. From the **Documents** submenu, select **View Documents**.
3. At the bottom of the screen, click the **SED to AESWeblink** button.
4. Global Wizard checks your shipment record against the requirements for AES Direct; if it finds that your shipment lacks information, it will display a browser window with a list of what you're missing and will not allow you to submit to AES.

If you have completed all the required information, you will be promoted to log into the AES Direct system. Log in.

Global Wizard will transmit your AES shipment information for you. You will receive an email with an Internal Transaction Number (ITN) that you can then enter on the **Shipment Details** screen.



# Chapter 11:

## Manipulating Shipment Records

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Your shipment records, with all the varied information that you enter into them, represent single distinct shipments that you can manage by:

- Duplicating to create a second shipment record that contains the same information as the first, including products, entities, logistic information, and so on. For more information, see “Duplicating a Shipment Record.”
- Closing a shipment record. In the physical world, after making a shipment, you would file the paperwork to clear your desktop or in box for current work. Closing a shipment record is much like this because it no longer displays as open but remains available if you need it. For more information, see “Closing a Shipment Record.”
- Deleting a shipment record if you do not need it, such as if you create the wrong type of shipment record. This option removes the associated data from the Global Wizard system. For more information, see “Deleting a Shipment Record.”
- Cancel a shipment if the shipment will not occur but you want to retain information about the shipment. For more information, see “Canceling a Shipment.”
- Review the list of emails sent for the shipment. For more information, see “Showing the Email Log.”
- Review the status of the shipment record’s transmission to AES. If you select the AES Log menu option, Global Wizard will display a message that indicates you have not sent the shipment data to the AES system or details about the time and manner of the shipment’s transmission to U.S. Customs.

## Duplicating a Shipment Record

When you create a duplicate record, you copy the information in the original shipment record at the time of duplication. Because the new shipment record is a distinct record, you can then independently change either the original shipment record, if it is open, or the new duplicate.

You can duplicate a shipment record that you have already closed.

You might find this a handy shortcut to handling shipments you make frequently.

To duplicate a record:

1. In the Shipment Wizard application, find the shipment record you want to copy.
2. From the **Shipment** submenu, select **Duplicate Shipment**.
3. The **Duplicate Shipment** screen displays:



Click **Continue** to create the copy of this record, or click **Cancel** if you do not want to create the new duplicate copy of this shipment record.

4. A message displays that indicates that you have duplicated the shipment and the new shipment displays as the active shipment record:

The screenshot shows the 'Shipment Details' form in the Global Wizard application. At the top, a message states: 'You have successfully duplicated Shipment Number 61546.' The form fields are as follows:

- Shipment Number:** 61552
- Invoice Number:** (empty field)
- Shipment Type:** Ocean - RO-RO
- Invoice Date:** 03/16/2016
- Commodity:** (empty field)
- Shipper Reference:** (empty field)
- Ultimate Consignee Reference:** (empty field)
- Additional Shipper References:** (empty field)
- Additional Ultimate Consignee References:** (empty field)
- Weight/Dimensions/Cube:** (empty field)
- ITAR Controlled:** (checkbox, unchecked)

Notice that Global Wizard uses the new, duplicated shipment record as the active record once you've made a duplicate. Any changes you make to the current record will apply to the duplicated shipment, not to the original record you copied.

When you duplicate a record, Global Wizard does not copy the product and package type information that you enter on the **Package Types** screen. You will need to perform this for your duplicate record. For more information, see "Inserting Items Into Packages."

## Closing a Shipment Record

When you have entered all of the information for a shipment record and have generated all the documents you need, you can mark the shipment record as closed. This means that you will not enter new information into the shipment record. You can still create documents from a closed shipment record.

You can, however, reopen a shipment record at a later time to modify the shipment record if you have appropriate privileges.

### Closing the Shipment Record

To close a shipment record:

1. In the Shipment Wizard application, find the shipment record you want to close.
2. From the **Shipment** submenu, select **Close Shipment**.

Global Wizard closes this shipment record.

### Reopening the Shipment Record

You can reopen a shipment record that you had previously closed if you need to enter new information to generate revised documents.

To reopen a shipment record:

1. In the Shipment Wizard application, find the closed shipment record you want to reopen.
2. From the **Shipment** submenu, select **Open Shipment**.

Global Wizard reopens this shipment record.

### Closing Multiple Shipment Records

You can close a number of shipment records based on invoice date range or by creation date range on the **Find Shipment** screen. This allows you to perform rapid clean-up of your open shipment records.

To close multiple shipment records:

1. Click **Shipments** on the submenu to display the **Find Shipment** screen.
2. The **Find Shipment** screen displays. Look for the Mass Close Shipment area:



Mass Close Shipments  to  Date Type Created Date

3. In the first edit box, type the first date of the range for which you want to close shipments.
4. In the second edit box, type the last date of the range for which you want to close shipments.
5. From the **Type** drop-down list, select whether you want to use the Creation Date or the Invoice Date on the shipments.
6. Click **Close**.

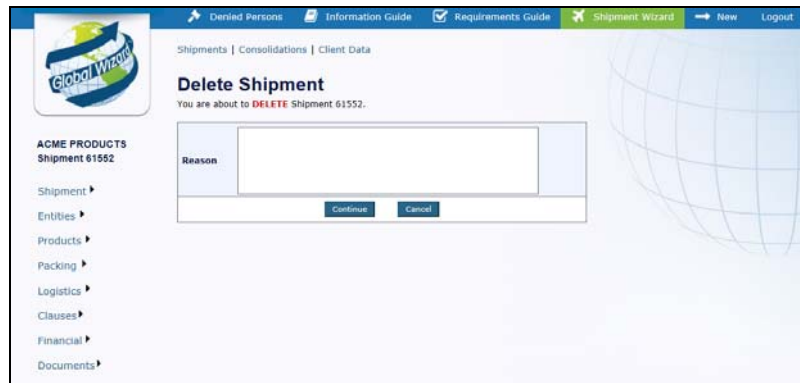
Global Wizard closes all shipments in the date range and displays the number of shipment records it closed on the **Find Shipment** screen.

## Deleting a Shipment Record

You can delete a shipment record, which permanently removes it from the Global Wizard system. This action is not reversible; you cannot undelete a shipment record, so you should be certain that you do want to delete it.

To delete a shipment record:

1. In the Shipment Wizard application, find the shipment record you want to delete.
2. From the **Shipment** submenu, select **Delete Shipment**.
3. The **Delete Shipment** screen displays:

The screenshot shows the 'Delete Shipment' interface in the Global Wizard application. On the left is a sidebar with the 'Global Wizard' logo and a list of menu items: 'ACME PRODUCTS Shipment 61552', 'Shipment', 'Entities', 'Products', 'Packing', 'Logistics', 'Clauses', 'Financial', and 'Documents'. The 'Shipment' item is currently selected. The main content area has a header with navigation links: 'Denied Persons', 'Information Guide', 'Requirements Guide', 'Shipment Wizard', 'New', and 'Logout'. Below the header, there are tabs for 'Shipments', 'Consolidations', and 'Client Data'. The main heading is 'Delete Shipment', followed by the text 'You are about to DELETE Shipment 61552:'. Below this is a form with a label 'Reason' and a large text input box. At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

In the **Reason** edit box, type the reason you want to delete this record. You must type a reason; Global Wizard retains this information for auditing purposes.

4. Click **Continue** to delete this record, or click **Cancel** if you do not want to delete this shipment record.

Global Wizard deletes the shipment record.

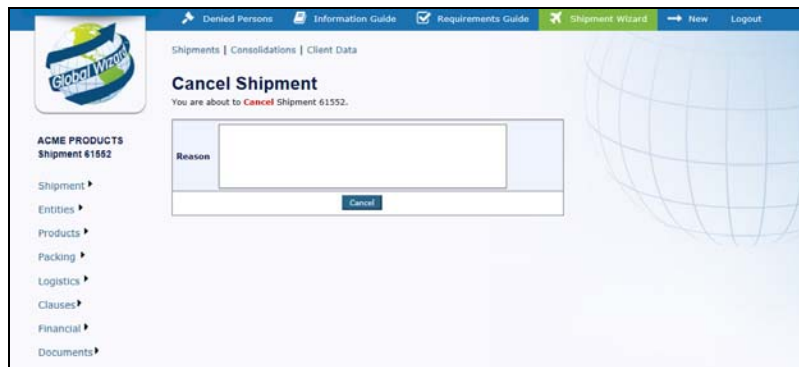


## Canceling a Shipment

You mark a shipment record as cancelled if you do not want to close the shipment and do not want to delete the record entirely. This allows you to retain the information about the shipment as well as information about why the shipment was cancelled. When you cancel a shipment, its information does not display in Global Wizard reporting.

To cancel a shipment record:

1. In the Shipment Wizard application, find the shipment record you want to cancel.
2. From the **Shipment** submenu, select **Cancel Shipment**.
3. The **Cancel Shipment** screen displays:

The screenshot shows the 'Cancel Shipment' interface in the Global Wizard application. On the left is a sidebar with the 'Global Wizard' logo and a list of menu items: 'ACME PRODUCTS Shipment #1992', 'Shipment', 'Entities', 'Products', 'Packing', 'Logistics', 'Clauses', 'Financial', and 'Documents'. The main content area has a header with 'Shipments | Consolidations | Client Data' and a title 'Cancel Shipment'. Below the title, it says 'You are about to Cancel Shipment 61553.' There is a large text input field labeled 'Reason' and a 'Cancel' button at the bottom right of the input area. The top of the screen features a navigation bar with links for 'Denied Persons', 'Information Guide', 'Requirements Guide', 'Shipment Wizard', 'New', and 'Logout'.

In the **Reason** edit box, type the reason you want to cancel this record. You must type a reason; Global Wizard retains this information for auditing purposes.

4. Click **Continue** to cancel this record, or click **Cancel** if you do not want to cancel this shipment record.

Global Wizard cancels the shipment record. You can still find this cancelled shipment, though, when you search all shipment records. You cannot, however, reopen a cancelled shipment.

## Showing the Email Log

You can quickly review a list of documents emailed for a shipment to track progress.

To find the email information about the shipment, select **Email Info** from the **Shipment** submenu.

The **Email Information** screen tells you what it sent:

The screenshot shows the 'Email Information' screen in the Global Wizard application. The sidebar on the left contains a 'Shipment' submenu with options: Shipment, Entities, Products, Packing, Logistics, Clauses, Financial, and Documents. The main content area displays the following information:

Email Information	
Email Date/Time	03/16/2016 5:30:00 PM EST
Emailed By	Heather Noggle
Email Additional Text	
Recipients	hln@exitstinc.com
Documents	BANK DRAFT BILL OF LADING NAFTA CERTIFICATE

This screen tells you:

Information	Definition
Email Date/Time	The timestamp on the email sent by Global Wizard.
Emailed By	The name of the person who sent the email.
Email Additional Text	Any additional email text, if entered.
Recipients	The email addresses of the users to whom Global Wizard sent the shipment information.
Documents	The documents included with the email.

This information tells you that Global Wizard successfully created an email with the information. Recipients might receive the documents at different times due to the nature of email transmission.



# Chapter 12:

## Consolidating Shipments

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### ***What Is a Consolidation?***

Consolidations are groups of like shipments that can be documented together to save money. Global Wizard offers the Consolidation Module to allow users to group similar shipments that share common characteristics to more easily manage those shipment records and to create common documentation for the consolidated shipment records. This collection of shipment records is called a *consolidation group*.

The shipment records you want to include in the consolidation group must share these characteristics before you include them in the consolidation group:

- Common Incoterm.
- Common Incoterm destination (can be blank).
- Common measurement type (imperial or metric).
- Common shipment currency (ISO code).
- Common freight charges (prepaid or collect).
- Common import port (can be blank).
- Common export port (can be blank).
- Common import license (can be blank).
- Common shipping parties (those records which are included and which are left out as well as matching).

A consolidation uses the concept of a *primary shipment*, a shipment record whose data in several fields Global Wizard shares and uses for the other shipment records within the consolidation.

Only users who have been given access to consolidations can use the Consolidation Module.

## Shipment Eligibility for Consolidation

Not all shipments are consolidation eligible. Your shipment needs to fill certain criteria for you to consolidate them.

### ***Shipment Record Status***

- The shipment record must be open (not closed or cancelled).
- The shipment record must not be in any status.

### ***Shipment Record Data Requirements***

- The shipment record must include an Incoterm.
- The shipment record cannot be marked as hazardous.

### ***Product Requirements***

In addition to the data supplied at the shipment record level, certain product-level data can prevent you from including a shipment in a consolidation group.

### ***Prohibited Product Licenses***

The shipments you include in a consolidation group cannot contain products that require certain non-consolidateable licenses. These are:

- C38 Restricted Technology/Software
- S00 License Exemption Citat.
- S05 DSP-5 Permanent Ex Unclassified
- S61 DSP-61 Temp Im Unclassified
- S73 DSP-73 Temp Ex Unclassified
- S85 DSP-85 Temp/Perm Im/Ex Class
- T10 OFAC Specific License
- T11 OFAC Gen. Ex Lc CFR Citat

Shipments that do not meet these criteria are not considered when forming consolidation groups.

## Role of the Primary Shipment

Once you have created a consolidation group, that consolidation group will have a *primary shipment*. This primary shipment serves as a master shipment record for all the shipment records in the consolidation group in terms of the data relevant to the consolidation. That is, when you alter the data applicable to the consolidation group in the primary shipment record, that data will then automatically apply to the other shipment records within the consolidation group as well.

The information from the Primary Shipment record that is shared with the other shipment records in the consolidation includes:

Screen	Field
Shipment Details	Shipment Type
	Inco Terms
	Inco Terms Destination
	Transport Charges
Air Information/Ocean Information	Port of Export
	Port of Import
Customs	Import license
Entities	Exporter
	Ultimate Consignee
	Bill To
	Freight Forwarder
	Other Entities

Global Wizard assigns the Primary Shipment designation to the shipment record with the lowest shipment number you create the consolidation group. If you remove that shipment from the consolidation group, Global Wizard assigns the Primary Shipment designation to the shipment with the lowest shipment number in the group. If you add a shipment with a lower shipment number to the consolidation group, Global Wizard does not reassign the designation from the existing Primary Shipment record.

If a lower shipment number is added to a consolidation, the Primary Shipment designation remains unaffected. The only way to change the designation of the Primary Shipment once Global Wizard has assigned it is to remove that shipment from the consolidation.

## **Using Consolidation Groups**

To take advantage of the Consolidations module, you can:

- Create a consolidation group. For more information, see “Creating a Consolidation Group.”
- Manage existing consolidation groups. For more information, see “Managing Consolidation Groups.”
- Access the documents for the consolidation group. For more information, see “Using Consolidation Group Documents.”

## Creating a Consolidation Group

When you create a consolidation group, you select shipment records with common characteristics that you want to manage and for which you want to generate documents together. The shipments you can group together must share the common characteristics described in the section “What Is a Consolidation?”

To create a consolidation group:

1. In the Shipment Wizard application, click Consolidations in the top menu.
2. The **Find Consolidations** page displays:

Close	Shipper	Consignee	Load Port	Discharge Port	Shipments
<input type="checkbox"/>	426 Exits, Inc. - Blaine Smith	Exits, Inc.		HOBART	1
<input type="checkbox"/>	307				2
<input type="checkbox"/>	298 Blaine Inc. - Blaine Smith	Blaine Inc. - Blaine Smith			1

Click **Consolidate Shipments**.

3. The **Consolidate Shipments** page displays:

**Consolidation Narrowing Criteria**

**Countries**  
 From:   
 To:

**Shipment Type**

**Currency**

**Inco Term**

This page allows you to select which shared criteria you want your consolidation group to have. That is, Global Wizard will display all shipment records that share the criteria you select, and you can then choose to add any or all of those shipment records to this consolidation group.

From the **From** drop-down list, select the country of origin whose consolidation-eligible shipments you want to display.

4. From the **To** drop-down list, select the destination country whose shipment records you want to display.

5. If you want to narrow your search based on shared Shipment Type, Currency, and Incoterms, select a value from the drop-down lists.
6. Click **Submit**.
7. The results display in a series of panels:

4 consolidation eligible Shipments from US to MX.

<b>Shipper Name</b> International Exports Ltd	<b>Load Port</b>
<b>Consignee Name</b> Connor Industries	<b>Discharge Port</b>
<b>Bill To Name</b>	<b>Currency</b> USD
<b>Forwarder Name</b>	<b>Freight Type</b>
<b>Shipment Type</b> Ocean Consolidation	<b>Measurement Units</b> Imperial
<b>Inco Term</b> CFR - COST AND FREIGHT	<b>Import License</b>
<b>Inco Destination</b>	

**Shipments** ☐ Select All In Group

Select	Shipment #	Invoice #	Invoice Date	Carrier
<input type="checkbox"/>	61555	M984783		
<input type="checkbox"/>	61556	M389720		
<input type="checkbox"/>	61557	M3878333		

Consolidate Selected Shipments Into [New Consolidation](#)

<b>Shipper Name</b>	<b>Load Port</b>
<b>Consignee Name</b>	<b>Discharge Port</b>

Each panel represents a set of shared criteria. The panel includes the following information about the shared group of shipment records:

Information	Definition
Shipper Name	The name of the shipper entity, if any.
Consignee Name	The name of the ultimate consignee entity, if any.
Bill To Name	The name of the Bill To entity, if any.
Shipment Type	The shipment type for these shipment records.
Inco Term	The incoterm shared by this set of shipment records.
Load Port	The load port for these shipments, if specified.



Information	Definition
Discharge Port	The discharge port for these shipments, if specified.
Currency	The currency type for these shipments.
Freight Type	The freight charges associated with these shipments, if any.
Measurement Units	The measurement units in which these shipments are measured.
Import License	The import license information, if any.

Beneath the shared criteria, a table lists shipments that fit that criteria and information about each:

Information	Definition
Shipment #	The number of the shipment record.
Invoice #	The invoice number associated with the shipment record.
Invoice Date	The date of the invoice.
Carrier	The carrier who will transport the shipment.

Click the checkbox beside each shipment you want to add to the consolidation group or click the **Select All In Group** checkbox to select all of the matching shipments matching this criteria.

---

**NOTE:** *You can only add shipments from one panel to a consolidation; you cannot select one or more from one panel and then one or more from another panel to add to a single consolidation group, as consolidation groups must share the characteristics identified in the panel. If you need to add a shipment from a different panel, you will need to edit the shipment record first to make its criteria match.*

---

8. From the **Consolidate Selected Shipments Into** drop-down list, select **New Consolidation**.

9. Click **Consolidate**.

Global Wizard creates the consolidation group with the shipment records you indicated and assigns one of those shipments to be the primary shipment.

After you have created your consolidation, you can edit certain details about the primary shipment to have those details apply to all shipments within the consolidation. For more information, see “Editing Consolidation Shipment Details.”

## Primary Shipment in a Consolidation

You can edit certain information within a consolidation group's primary shipment and have the changes applied to all shipments within the consolidation. This information needs to remain synchronized among shipments within a consolidation, and this screen allows you to edit all shipment records in the consolidation in a single place without having to edit each shipment to conform to the primary shipment.

To edit the consolidation shipments:

1. In the Shipment Wizard application, access the Consolidations module.
2. The **Find Consolidations** screen displays:

Close	#	Shipper	Consignee	Load Port	Discharge Port	Shipments
<input type="checkbox"/>	427	International Exports Ltd	Connor Industries			3

Click the number of the consolidation that contains the shipments that you want to edit.

3. The **Consolidation Details** screen displays:

Select	Shipment #	Invoice #	Invoice Date	Carrier
<input checked="" type="checkbox"/> Primary	61555	M984783		
<input type="checkbox"/>	61556	M389720		
<input type="checkbox"/>	61557	M3878333		

Click the number of the Primary shipment. This shipment displays in the list with the word Primary beside it.

4. The **Shipment Details** screen displays:

Note the special message indicating the nature of this shipment.

5. Make the changes to the information that you want. When you change information in the following fields, Global Wizard will apply those changes to the other shipment records in the application:

Screen	Field
Shipment Details	Shipment Type
	Inco Terms
	Inco Terms Destination
	Freight Charges
Air Information/Ocean Information	Load Port
	Discharge Port
Customs	Import License
Entities	Exporter
	Ultimate Consignee
	Bill To
	Freight Forwarder
	Other Entities

When you save the information about the primary shipment, Global Wizard will apply the changes to the data in the shipment records for the other shipments in the consolidation.

## Managing a Consolidation Group

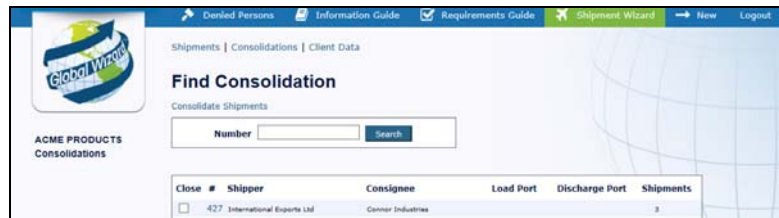
Shipment Wizard offers many different ways to modify a consolidation group you have already created. You can:

- Remove Shipments from a Consolidation
- Add Shipments to a Consolidation
- Close a Consolidation
- Reopen a Consolidation
- Cancel a Consolidation
- Review products within a consolidation

### Removing Shipments from a Consolidation

You can remove a shipment from a consolidation if you no longer want to include it in the shared details of the consolidation group. To remove a shipment:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays:



Close	#	Shipper	Consignee	Load Port	Discharge Port	Shipments
<input type="checkbox"/>	427	International Experts Ltd	Gannor Industries			3

Click the number of the consolidation group from which you want to remove a shipment.

3. The **Consolidation Details** screen displays and includes a list of all shipments within this group:

Select	Shipment #	Invoice #	Invoice Date	Carrier
<input type="checkbox"/>	61555	M984783		
<input type="checkbox"/>	61556	M389720		
<input type="checkbox"/>	61557	M3878333		

Click the checkbox beside the shipment you want to remove from the consolidation group.

4. Click **Remove Selected Shipments**.

The **Consolidation Details** screen displays and includes the current shipments in this consolidation group; the shipment record you removed is no longer part.

Within the removed shipment record, the details will reflect any changes you made to the primary shipment while the shipment was part of the consolidation and will not revert to their settings prior to the shipment's inclusion within the shipment. For example, if you changed the freight charges of the primary shipment in a consolidation from not set to Collect, the removed shipment will retain that change after you remove it from the consolidation.

## Adding a Shipment to an Existing Consolidation Group

Sometimes you might need to add a new shipment to an existing consolidation group. You do this in a similar fashion to creating a new consolidation group.

To add a shipment to an existing consolidation group:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. Click **Consolidate Shipments**.
3. The **Consolidate Shipments** page displays. From the **From** drop-down list, select the country of origin for the consolidation group to which you want to add a new shipment.
4. From the **To** drop-down list, select the destination country for the consolidation group to which you want to add a new shipment.

5. If you want to narrow your search based on shared Shipment Type, Currency, and Incoterms, select a value from the drop-down lists.
6. Click **Submit**.
7. The results display in a series of panels. The panel that includes the consolidation group to which you want to add new shipments will display the consolidation number and the shipments within it as well as other shipments with matching criteria:

Shipper Name International Exports Ltd Load Port

Consignee Name Connor Industries Discharge Port

Bill To Name Currency USD

Forwarder Name Freight Type

Shipment Type Ocean Consolidation Measurement Units Imperial

Inco Term CFR - COST AND FREIGHT Import License

Inco Destination

Shipments ☐ Select All In Group

Select	Shipment #	Invoice #	Invoice Date	Carrier
Primary	Cons. 427	61555	M984783	
	Cons. 427	61556	M389720	
	Cons. 427	61557	M3878333	
<input type="checkbox"/>	61560	M2872811		

Consolidate Selected Shipments Into New Consolidation Consolidate

Beside the shipment records you want to add to the existing consolidation group, click the checkbox or you can click **Select All In Group** to select all of the unconsolidated shipments.

**NOTE:** You can only add shipments from one panel to a consolidation; you cannot select one or more from one panel and then one or more from another panel to add to a single consolidation group, as consolidation groups must share the characteristics identified in the panel. If you need to add a shipment from a different panel, you will need to edit the shipment record first to make its criteria match.

8. From the **Consolidate Selected Shipments Into** drop-down list, select the consolidation to which you want to add the shipment(s):

5 consolidation eligible Shipments from US to MX.

Shipper Name International Exports Ltd Load Port

Consignee Name Connor Industries Discharge Port

Bill To Name Currency USD

Forwarder Name Freight Type

Shipment Type Ocean Consolidation Measurement Units Imperial

Inco Term CFR - COST AND FREIGHT Import License

Inco Destination

Shipments ☐ Select All In Group

Select	Shipment #	Invoice #	Invoice Date	Carrier
Primary	Cons. 427	61555	M984783	
	Cons. 427	61556	M389720	
	Cons. 427	61557	M3878333	
<input type="checkbox"/>	61560	M2872811		

Consolidate Selected Shipments Into New Consolidation Consolidation 427 Consolidate

9. Click **Consolidate**.

Global Wizard adds the shipments to the consolidation group you selected.

## Closing a Consolidation Group

You can close a consolidation when you have generated all necessary documentation for the consolidated shipment. When you close a consolidation, you also close all shipment records within the consolidation group.

To close a consolidation group:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. Click the number of the consolidation group you want to close.
3. The **Consolidation Details** screen displays. From the **Consolidations** menu, select **Close Consolidation**.

The **Find Consolidations** screen displays. The closed consolidation does not display in the list; if you want to review or reopen the consolidation group, you will need to search for it by number.

## Reopening a Consolidation

You can reopen a consolidation that you have previously closed, but you will need to search for the consolidation by number. Reopening a consolidation group will also reopen all shipments within the group.

To reopen a closed consolidation group:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. In the **Number** edit box, type the number of the closed consolidation group that you want to reopen.
3. Click **Search**.
4. The **Consolidation Details** screen displays for the closed consolidation. From the **Consolidations** menu, select **Reopen Consolidation**.

The **Consolidation Details** screen displays again; the consolidation is now open again, and you can edit it. Reopening the consolidation also reopens the shipment records within it, so you can edit the details for those shipment records as well.

## Cancelling a Consolidation

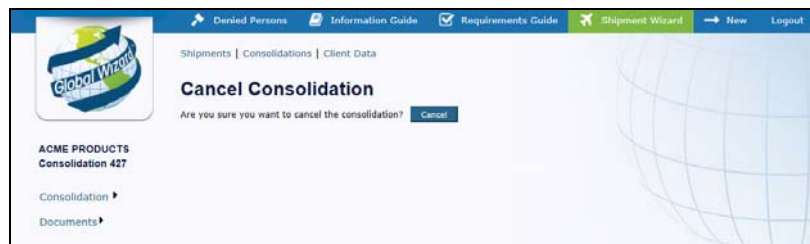
You can cancel a consolidation if you have erroneously consolidated shipments. Cancelling a consolidation differs from closing a consolidation group as you cannot use a cancelled consolidation to create shipping documents and you cannot reopen a cancelled consolidation.

You can only cancel an open consolidation.

You should use this feature sparingly, only in the case where the consolidation should never have existed.

To cancel a consolidation:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. Click the number of the consolidation group you want to cancel.
3. The **Cancel Consolidation** screen displays:



Click **Cancel** to cancel the consolidation.

The **Find Consolidations** screen displays; the cancelled consolidation no longer displays in the table.

You cannot find the cancelled consolidation if you search by number.

The shipments within the consolidation remain open. Note, though, that any changes you made to shipment record details using the primary shipment will still apply to other shipment records that were in the consolidation group you cancelled. Global Wizard does not roll back shipment record changes when you cancel a consolidation.



## Viewing the Products within a Consolidation

You can get a summary view of all products within all shipments of a consolidation and their AES information.

To review this summary:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. Click the number of the consolidation group whose products you want to review.
3. The Consolidation Products screen displays:

The screenshot shows the 'Consolidation Products' screen. It features a sidebar with 'ACME PRODUCTS Consolidation 427' and a main area with three shipment sections. Each section lists shipment and invoice numbers, measurement units, and a table of products with columns for Part Number, Qty, Price, Total, Ctry, Schedule B, Weight, Lk, ECCN, Q1, and Q2. A 'Product Amount Total' of 165,000.00 is shown at the bottom.

This screen lists the individual shipments within the consolidation as well as the individual products within the screen.

Each section details the following information about each shipment:

Information	Definition
Shipment Number	The shipment number to which these products belong.
Measurement	The units of measurement this shipment uses, whether Imperial (IMP) or metric (MET).
Invoice Number	The invoice number for this shipment.
Currency	The currency for this shipment.

A table beneath the basic information includes information for each individual product in this shipment. This table includes the following information:

Information	Definition
#	The index number of the product on the <b>Shipment Products</b> screen; that is, the first one is number 1 here.
Product Number	The Product ID/Number for this particular product.
Qty	The number of this product to ship and for which to charge the customer.
Price	The price per unit for this product.
Total	The total price (quantity multiplied by unit price).
Ctry	The country from which the product originated.
Schedule B	The United States Harmonized Tariff code for this product.
Wght	The weight per unit of this product.
Lic.	If the license type is not No License Required (NLR), you might need to provide a license number.
ECCN	The Export Commodity Control Number for this product.
Q1	The schedule B's quantity in reporting quantity units.
Q2	The schedule B's quantity in reporting quantity units.

You can edit many of the details for each product in any of the shipments from this screen by typing a new value in the appropriate product attribute and clicking the **Save** button. You cannot, however, add or remove products from shipments using this screen.

Global Wizard also displays the Product Amount Total that includes the total value of all products in all shipments within this consolidation group.

## Working With Consolidation Documents

Working with consolidation documents is very similar to working with shipment record documents. You can do the same sort of things with them, including emailing them to entity and other contacts, creating viewable PDFs, and reviewing email logs.

Consolidation documents take most of their information from the Primary Shipment record. This information includes:

- Clauses.
- Header-level data, such as Shipment Details, Air Information, Customs.

Consolidation documents draw some information from the individual shipment records, including:

- Products. These are grouped by the shipments within the consolidation, but all shipments' product data is shown.
- Packages. For documents that show package data, all shipments' packages will be shown.
- Charges. All charges from all shipments are shown, but they are totaled and not broken up by shipment.

## Viewing Consolidation Documents

To view consolidation documents:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. Click the number of the consolidation group whose documents you want to review.
3. The **Consolidation Details** screen displays. From the **Documents** menu, select **View Documents**.
4. The **View Documents** screen displays. Click the document you want to review.

Global Wizard generates a PDF file and displays the document in your Web browser.

## Emailing Consolidation Documents

To email consolidation documents to one or more entity contacts:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. Click the number of the consolidation group whose documents you want to email.
3. The **Consolidation Details** screen displays. From the **Documents** menu, select **Email Documents**.
4. The **Group Documents** screen displays. Click the checkbox beside each document you want to include in the PDF file.
5. Click the checkbox beside each Primary Shipment contact to which you want to email the selected documents.
6. From the Other Recipients drop-down lists, select any other contacts to whom you want to send the grouped documents.
7. In the edit box, type a free-text description to serve as the body of your email message. You can describe, briefly, the nature of the shipment or transaction so that your recipients will know what to expect in the attachments.
8. Click **Email Documents**.

Global Wizard creates a PDF file containing the selected documents and attempts to email them to the recipients you selected.

## Reviewing the Consolidation Documents Email Log

Global Wizard tracks attempts to email consolidation documents so you can review this information.

To review the email log:

1. In Shipment Wizard, access the Consolidations module.
2. The **Find Consolidations** page displays. Click the number of the consolidation group whose email log you want to review.
3. The **Consolidation Details** screen displays. From the **Consolidation** menu, select **Consol. Email Info**.

Global Wizard displays a set of panels that identifies each attempt it made to email the information. This information does not include whether the email attempt succeeded nor whether recipients read the email.

Each panel includes the following information:

Information	Definition
Email Date/Time	The timestamp on the email sent by Global Wizard.
Emailed By	The name of the person who sent the email.
Email Additional Text	Any additional email text, if configured.
Recipients	The email addresses of the users to whom Global Wizard sent the shipment information.
Documents	The documents included with the email.





# Chapter 13:

## Reviewing Denied Persons

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### *What are Denied Persons?*

Denied Persons represent parties to whom it is illegal to ship goods for some statutory reasons. Were your firm to ship items to such entities, it would face investigation and possible civil or criminal prosecution.

Global Wizard offers your firm a quick and easy way to check to see if the person or company to whom you want to ship is on these watch lists. Global Wizard automatically updates these lists, so you use the Denied Persons application within Global Wizard to ensure a recipient is not on a list of Denied Persons.

Global Wizard recommends you check this list at least three times through the shipping process:

- Client Entry/Quotation
- Pre Shipment Check Date
- Order Entry Check Date

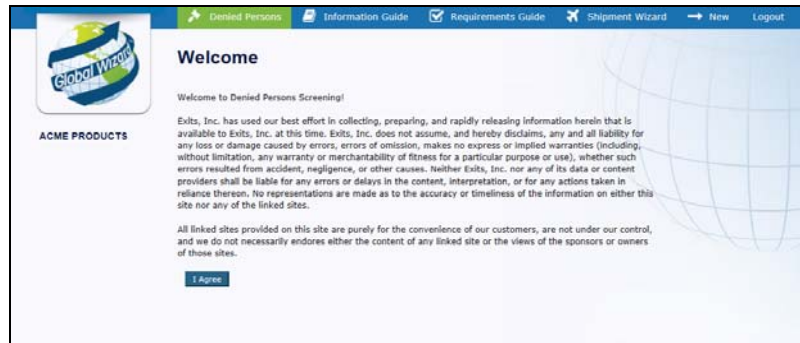
You can enter the dates upon which you used the Denied Persons application to check the recipient's status on the **Shipment Details** screen of each shipment record.

Global Wizard automatically tracks the searches you perform.

## Accessing the Denied Persons Application

To access the Denied Persons application:

1. Click the **Denied Persons** link on the menu above Global Wizard logo.
2. The Denied Persons **Welcome** screen displays:



This screen tells you that although Global Wizard updates its denied persons lists frequently, some changes and denied persons might not truly be represented in its lists. Click **I Agree** to enter the Denied Persons application.

If you do not agree, select another application from the menu above the Global Wizard logo.

The Denied Persons **Search** screen displays. Within the Denied Persons application, you can perform a variety of functions.



# ***Functions in the Denied Persons Application***

## **Searching For Denied Persons**

The **Client Tools** submenu provides the basic functions you will use while searching for denied persons and tracking the searches your company performs.

You can:

- Search to determine if the current shipment recipient is on the list of denied persons. For more information, see “Searching Denied Persons.”
- Add denied persons for your company. Although not banned from international shipment by law, these client-defined denied persons can represent any customer with whom your company does not want to conduct business. For more information, see “Adding Denied Persons for Your Company.”
- Review an event control log that lists unresolved searches conducted within the Denied Persons application. An unresolved search indicates that your organization took no action to resolve the search when someone originally conducted it. When you review the search report, you can add resolution to the original search, such as releasing or holding the shipment. For more information, see “Using the Event Control Log.”
- View a report of searches conducted within the Denied Persons application. This report can lists both resolved and unresolved searches. For more information, see “Viewing a Search Report.”

## **Reviewing Further Information**

The Information submenu provides menu commands you can use to learn more information about what “denied persons” means and any important news of which you should be aware.

You can review more information about Denied Persons through a set of links to the United States Bureau of Industry and Security. For more information, see “Learning More About Denied Persons.”

## **Reviewing Denied Persons System Changes**

Global Wizard maintains a list of changes made to the Denied Persons application, including the entities added and removed during system updates.

You can:

- Review a list of entities that have been added to the Denied Persons list. For more information, see “Reviewing Denied Persons Updates.”
- Examine a list of entities that have been removed from the Denied Persons list. For more information, see “Reviewing Entities Removed From Denied Persons.”

## Searching Denied Persons

Within the Denied Persons application, you can search based on a name and/or by the destination country.

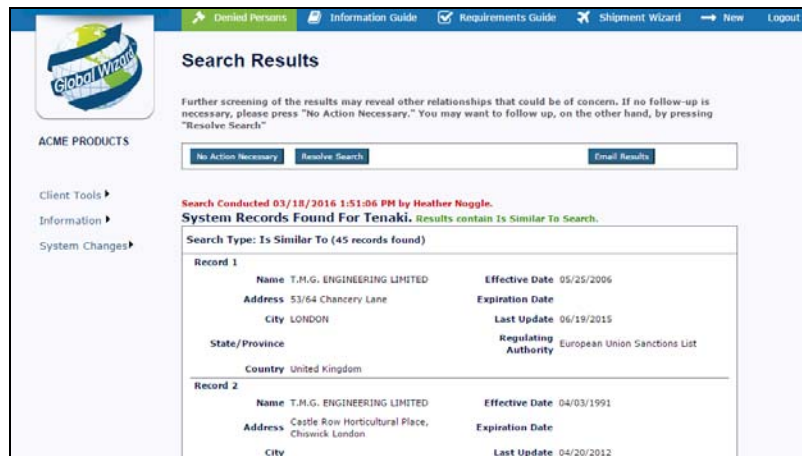
To search the list of Denied Persons:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select the **Search**.
3. The **Search** screen displays. This screen will display one or more search forms:

In the **Reference** edit box you can enter text to identify this search in a list of searches.

4. If you want to search by company name, type the company name for the entity for which you want to search.
5. By default, Global Wizard will search for similar names as well as exact matches on the names. You can remove the checkmark from the **Include Is Similar To** checkbox.
6. If you want to search for an individual, type the first and last name of the person for whom you want to search.
7. From the **Country** drop-down list, you can select a country to narrow your search by country.
8. Click **Search**.

9. If Global Wizard finds any matches for your search criteria, it displays them in the **Search Results** screen:



Review the list to determine if a denied person matches the recipient of your shipment.

If you find no denied person, you can click **No Action Necessary** to resolve this search.

If you find a denied person name that you think matches your shipping recipient, you can take an appropriate action and mark that action using the Event Control Log. For more information, see "Reviewing the Event Control Log."

Global Wizard retains a list of searches you have conducted as well as if you have resolved them. You can review these searches using the Search Report feature or the Event Control Log.

## ***Adding Denied Persons for Your Company***

In addition to the list of internationally denied persons, your company can add your own denied persons to the system to identify entities with whom you do not want to conduct business. This set of company-specific denied persons only applies to your company and not to other users of Global Wizard.

Global Wizard allows you to:

- Create denied persons records for the entities with whom you do not want to conduct business. These records will display whenever you search for denied persons. For more information, see “Creating a Denied Persons Record.”
- Review or modify an existing company-specific denied person. For more information, see “Editing a Denied Persons Record.”
- Delete a denied persons record if you no longer need it. For more information, see “Deleting a Denied Persons Record.”

### **Creating a Denied Persons Record**

You can create a denied persons record for your company. When you conduct a search of denied persons, Global Wizard will include this denied person in addition to any of the denied persons it finds in its list of official sources.

To create a company-specific denied persons record:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Client Denied Persons**.

3. The **Client Denied Persons List** screen displays:

Click the New Denied Person link.

4. The **Client Denied Persons** screen displays:

You can enter the following information:

Information	Definition
First Name	The optional first name of the denied person, if an individual person. Leave it blank if you are creating a denied person record for a company.
Last Name/Company	The last name or company name for this denied person. You must enter a name in this field. Global Wizard searches on this field if you conduct a name search.
Address 1	The first address line of this denied person. Optional.
Address 2	The second line of this person's address, if any. Optional.
City	The city of the denied person. Optional.

Information	Definition
State/Province	The state or province of the denied person. Optional.
Country	The country of this denied person. Required.
Effective Date	The date upon which the ban to this denied party begins or began. Required.
Expiration Date	The date upon which the ban to this denied party expires. On this date, you can begin shipping to this party again, but after this date, the denied party record will continue displaying as part of a search and Global Wizard will not automatically delete it.
Comment	The reason to deny shipment to this person or company.

5. Click **Save** to add this denied person to your company specific list.

Whenever you search for denied persons, Global Wizard will display this person in a separate list below the official lists compiled from government sources.

## Editing a Denied Persons Record

You can edit the information contained within a company-specific Denied Persons record, or you can simply open the record to review the information contained therein.

To edit or review an existing Denied Persons record:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Client Denied Persons**.
3. The **Client Denied Persons List** screen displays. You can use the alphabet links at the top to jump to the first letter of the Last Name/Company name of the Denied Person list.

Click the name of the Denied Person record to review.

4. The **Client Denied Persons** screen displays the information for that Denied Persons record. Review the information and enter any new values for this denied person.
5. Click:
  - ✓ **Save** to save changes to the record if you have made any changes.
  - ✓ **Denied Persons List** to return to the list of denied persons if you just reviewed the information or if you want to abandon any changes you have made and do not want to save.

## Deleting a Denied Persons Record

You can delete a company-specific Denied Persons record if you no longer want that denied person to display when you conduct a denied persons search.

To delete a Denied Persons record:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Client Denied Persons**.
3. The **Client Denied Persons List** screen displays. You can use the alphabet links at the top to jump to the first letter of the Last Name/Company name of the Denied Person list.

Click the name of the Denied Person record to delete.

4. The **Client Denied Persons** screen displays the information for that Denied Persons record. Review the information to ensure that you have found the Denied Person record you want to delete.
5. Click the **Delete Person** checkbox that displays at the bottom of the screen.
6. Click **Save**.
7. A confirmation message box asks if you're sure you want to delete this denied person entry. Click **OK**.

Global Wizard deletes the Denied Person record.



## Using the Event Control Log

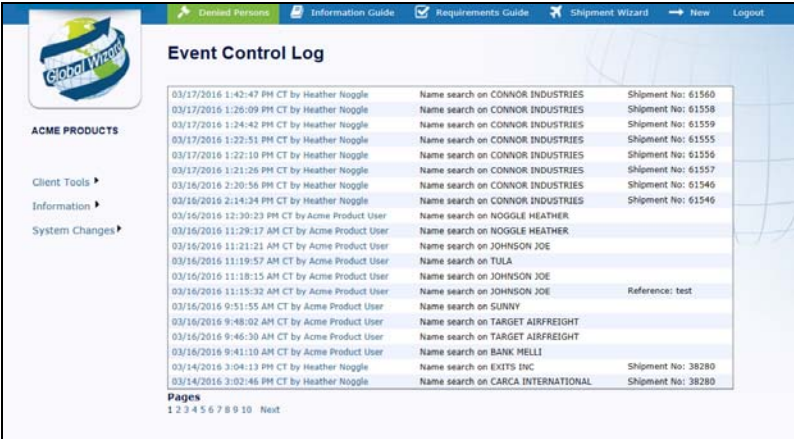
The Event Control Log enables you to review unresolved denied persons searches.

When you conduct a search in the Denied Persons application, Global Wizard automatically records the search, including the user who conducted the search, the criteria for which that user searched, and the resolution of the search. In most searches, you will not find a possible match for your recipient in the Denied Persons list and can simply click the **No Action Necessary** button, which automatically resolves the search.

This Event Control Log displays a list of all unresolved searches in your history. Global Wizard also shows a list of resolved and unresolved recent searches on the **Recent Searches** screen. For more information, see “Reviewing Recent Searches.”

To use the Event Control Log to provide resolution to a search:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Event Control Log**.
3. The **Event Control Log** screen displays:



Date/Time	User	Search Criteria	Shipment No.
03/17/2016 1:42:47 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61560
03/17/2016 1:26:09 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61558
03/17/2016 1:24:42 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61559
03/17/2016 1:22:51 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61555
03/17/2016 1:22:10 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61556
03/17/2016 1:21:26 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61557
03/16/2016 2:20:56 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61546
03/16/2016 12:30:23 PM CT	Acme Product User	Name search on NOGGLE HEATHER	
03/16/2016 11:29:17 AM CT	Acme Product User	Name search on NOGGLE HEATHER	
03/16/2016 11:21:21 AM CT	Acme Product User	Name search on JOHNSON JOE	
03/16/2016 11:19:57 AM CT	Acme Product User	Name search on TULA	
03/16/2016 11:18:15 AM CT	Acme Product User	Name search on JOHNSON JOE	
03/16/2016 11:15:32 AM CT	Acme Product User	Name search on JOHNSON JOE	Reference: test
03/16/2016 9:51:55 AM CT	Acme Product User	Name search on SUNNY	
03/16/2016 9:48:00 AM CT	Acme Product User	Name search on TARGET AIRFREIGHT	
03/16/2016 9:46:30 AM CT	Acme Product User	Name search on TARGET AIRFREIGHT	
03/16/2016 9:41:10 AM CT	Acme Product User	Name search on BANK MELLÉ	
03/14/2016 3:04:13 PM CT	Heather Noggle	Name search on EXITS INC	Shipment No: 38280
03/14/2016 3:02:46 PM CT	Heather Noggle	Name search on CARCA INTERNATIONAL	Shipment No: 38280

Pages: 1 2 3 4 5 6 7 8 9 10 Next

This screen lists all unresolved searches for your company. Click the link of the search you want to review.

4. The **Resolve Search** screen displays:

**Resolve Search**

Search conducted: 03/17/2016 1:42:47 PM CT by Heather Noggle.  
Searched for: Name search on CONNOR INDUSTRIES. Results contain Is Similar To Search.

ACME PRODUCTS

Client Tools  
Information  
System Changes

Action Taken: -- Select --  
Customer:   
Transaction Type: -- Select --  
Transaction Value:   
Reference Type: -- Select --  
Comments:

Review Date:   
Date Resolved:   
Transaction Currency:   
Reference:

**Search Results** [Email Results](#)

Search Type: Is Similar To (25 records found)

Record 1

Name: CAHARA KPC, KERFALLA  
Address:   
City:

You can enter the following information about the resolution or review this information for resolved searches:

Information	Definition
Action Taken	Required. The action taken for this match. You can choose: <ul style="list-style-type: none"> <li>• <b>No Determination</b></li> <li>• <b>Transaction Held</b></li> <li>• <b>Transaction Rejected</b></li> <li>• <b>Transaction Released</b></li> </ul>
Review Date	Required. The date upon which you are reviewing this match.
Customer	The customer for this shipment.
Date Resolved	The date upon which this search was resolved. When you enter a date into this field, you are effectively removing this record from the Event Control Log and marking the search resolved.
Transaction Type	Required. The type of transaction this represents.
Transaction Value	Required. The total value of this transaction.
Transaction Currency	Required. The currency of this transaction.
Reference Type	The type of reference for this search.
Reference	A reference for this search.
Comments	A free-text description of this resolution.

5. Click **Save** to save this information.

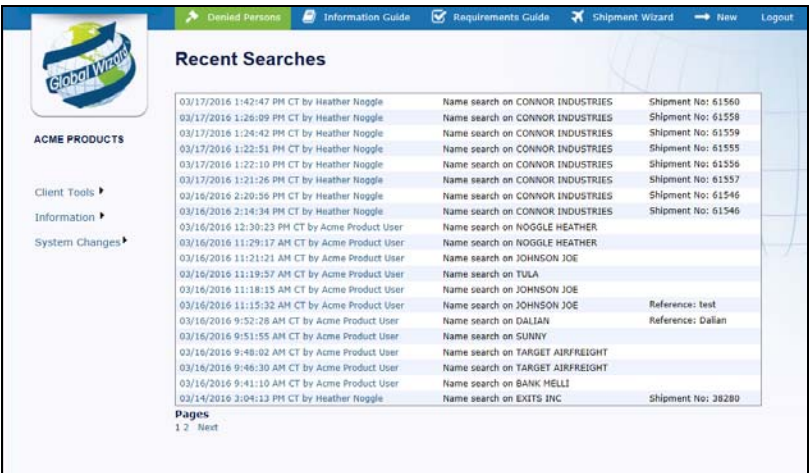
## Reviewing Recent Searches

Global Wizard keeps a handy list of searches conducted by your organization within the last two weeks and displays them in reverse order, that is, with the most recent searches at the top of the list. Like the Event Control Log, this gives you an easy way to review relevant recent searches your organization has conducted.

Unlike the Event Control Log, the **Recent Searches** screen displays all recent searches, not just the unresolved searches.

To review the recent searches:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Recent Searches**.
3. The **Recent Searches** screen displays:



Date/Time	User	Search Name	Shipment No.
03/17/2016 1:42:47 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61550
03/17/2016 1:26:09 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61558
03/17/2016 1:24:42 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61559
03/17/2016 1:22:51 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61555
03/17/2016 1:22:10 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61556
03/17/2016 1:21:26 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61557
03/16/2016 2:20:56 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61546
03/16/2016 2:14:34 PM CT	Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61546
03/16/2016 12:30:23 PM CT	Acme Product User	Name search on NOGGLE HEATHER	
03/16/2016 11:29:17 AM CT	Acme Product User	Name search on NOGGLE HEATHER	
03/16/2016 11:21:21 AM CT	Acme Product User	Name search on JOHNSON JOE	
03/16/2016 11:19:57 AM CT	Acme Product User	Name search on TULA	
03/16/2016 11:18:15 AM CT	Acme Product User	Name search on JOHNSON JOE	
03/16/2016 11:15:32 AM CT	Acme Product User	Name search on JOHNSON JOE	Reference: test
03/16/2016 9:52:28 AM CT	Acme Product User	Name search on DALIAN	Reference: Dalian
03/16/2016 9:51:55 AM CT	Acme Product User	Name search on SUNNY	
03/16/2016 9:48:02 AM CT	Acme Product User	Name search on TARGET AIRFREIGHT	
03/16/2016 9:46:30 AM CT	Acme Product User	Name search on TARGET AIRFREIGHT	
03/16/2016 9:41:10 AM CT	Acme Product User	Name search on BANK MELLI	
02/14/2016 3:04:13 PM CT	Heather Noggle	Name search on EXITS INC	Shipment No: 38280

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This screen lists recent searches for your company. Click the link of the search you want to review.

4. The **Resolve Search** screen displays:

You can enter or review the following information about the resolution:

Information	Definition
Action Taken	Required. The action taken for this match. You can choose: <ul style="list-style-type: none"> <li>• <b>No Determination</b></li> <li>• <b>Transaction Held</b></li> <li>• <b>Transaction Rejected</b></li> <li>• <b>Transaction Released</b></li> </ul>
Review Date	Required. The date upon which you are reviewing this match.
Customer	The customer for this shipment.
Date Resolved	The date upon which this search was resolved. When you enter a date into this field, you are effectively removing this record from the Event Control Log and marking the search resolved.
Transaction Type	Required. The type of transaction this represents.
Transaction Value	Required. The total value of this transaction.
Transaction Currency	Required. The currency of this transaction.
Reference Type	The type of reference for this search.
Reference	A reference for this search.
Comments	A free-text description of this resolution.

5. Click **Save** to save this information.

## Viewing a Search Report

The Search Report section allows you to review all searches made based on user name, date range, or search name/string. This includes resolved as well as outstanding, unresolved searches.

### Running a Report

To use the a Search Report:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Search Report**.
3. The **Search Report** screen displays:

The screenshot shows the 'Search Report' interface. At the top, there's a navigation bar with links: Denied Persons, Information Guide, Requirements Guide, Shipment Wizard, New, and Logout. On the left, a sidebar shows 'ACME PRODUCTS' and a 'Client Tools' menu with options: Client Tools, Information, and System Changes. The main area is titled 'Search Report' and shows 'Month to Date Search Count: 22' and 'Year to Date Search Count: 22'. Below this are several search filters: 'User' (a dropdown menu set to 'All Users'), 'Date From' and 'Date To' (text boxes with '(mm/dd/yyyy)' placeholders), 'Searched For' (a text box), 'Reference' (a text box), 'Result Type' (a dropdown menu set to '-- Select --'), and 'Transaction Type' (a dropdown menu set to '-- Select --'). There are 'OR' labels between the 'Date From/To' and 'Searched For/Reference' sections. A 'Search' button is located at the bottom right of the filter section.

To search:

- ✓ To search based on a user and date range, select the specific user whose searches you want to review or **All Users** to review all searches, type the start date into the **Date From** edit box and the last date into the **Date To** edit box.
  - ✓ To search based on a name or search term, type it into the **Searched For** edit box.
4. Click **Search**.

5. The **Search Results** screen displays a list of searches that match the criteria you entered:

**Search Report**

Month to Date Search Count: 22  
Year to Date Search Count: 22  
Searched For: Connor Industries

8 records found.

User: All Users  
Date From: (mm/dd/yyyy) Date To: (mm/dd/yyyy)  
OR  
Searched for: Connor Industries  
OR  
Reference:   
OR  
Result Type: -- Select -- Date From: (mm/dd/yyyy) Date To: (mm/dd/yyyy)  
OR  
Transaction Type: -- Select --

Search

03/17/2016 1:42:47 PM CT by Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61560
03/17/2016 1:26:09 PM CT by Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61558
03/17/2016 1:24:42 PM CT by Heather Noggle	Name search on CONNOR INDUSTRIES	Shipment No: 61559

You can review this list and can click a link to review or edit an archived search. You can also conduct a different search.

## Reviewing Search Archive Results

When you have run a search report, you can review the results and resolution of any search by clicking its date and time link.

The **Search Archive Results** screen displays the current status of the search:

**Search Archive Results**

Search conducted: 03/17/2016 1:42:47 PM CT by Heather Noggle.  
Searched for: Name search on CONNOR INDUSTRIES. Results contain 1s Similar To Search.

No Action Necessary

Action Taken: -- Select -- Review Date:   
Customer:   
Transaction Type: -- Select -- Date Resolved:   
Transaction Value:   
Transaction Currency:   
Reference Type: -- Select -- Reference:   
Comments:   
Resolve Search

At the top of the screen, Global Wizard displays the date and time of the search as well as the criteria used in the search.

The screen also displays current information about this search's resolution, including:

Information	Definition
Action Taken	Required. The action taken for this match. You can choose: <ul style="list-style-type: none"> <li>• <b>No Determination</b></li> <li>• <b>Transaction Held</b></li> <li>• <b>Transaction Rejected</b></li> <li>• <b>Transaction Released</b></li> </ul>
Review Date	Required. The date upon which you are reviewing this match.
Customer	The customer whose name matched.
Date Resolved	The date upon which this search was resolved. When you enter a date into this field, you are effectively removing this record from the Event Control Log and marking the search resolved.
Transaction Type	Required. The type of transaction this represents.
Transaction Value	Required. The total value of this transaction.
Transaction Currency	Required. The currency of this transaction.
Reference Type	The type of reference for this search.
Reference	A reference for this search.
Comments	A free-text description of this resolution.

The bottom of the screen also displays the results provided by Global Wizard for this search at the time when you or your colleague ran this search. Keep in mind that these results might be out of date when you review the search.

You can click **Email Search** to send the results of this search to an address of your choosing.

## Viewing Denied Persons Lists

Global Wizard offers you insight directly into Denied Persons lists without having to conduct a search. You can review the lists either by the source of the list or by country of the denied person.

To review the lists:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **View List**.
3. The **View List** screen displays:

To review a list, select either a country from the **Country** drop-down list or the source list for denied persons reporting from the **List** drop-down list.

4. Click **Search**.
5. Global Wizard displays a list of matching records:

Name	Country	Agency	Effective Date	Expiration Date	Last Updated
BENTAS, HALIS	Unknown Country	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
BLUE MARINE SHIPPING AGENCY S.A.	Switzerland	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
BLUEMARINE AG	Switzerland	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
BLUEMARINE LTD	Switzerland	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
BLUEMARINE SA	Switzerland	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
HOLLEBRAND, ALEXANDER	Unknown Country	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
HOLLEBRAND, SANDER	Unknown Country	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
RIZO INTERNATIONAL TRADING LTD	Switzerland	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
STAROIL B.V.	Switzerland	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
STAROIL B.V.	Netherlands	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
STAROIL S.A.	Switzerland	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
STAROIL S.A.	Netherlands	Foreign Sanctions Evaders List	12/17/2014		12/17/2014
VAN MAZIK, PAUL	Unknown Country	Foreign Sanctions Evaders List	12/17/2014		12/17/2014

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1



6. You can click the individual denied persons to see more detail in a new browser window or tab.

This information includes:

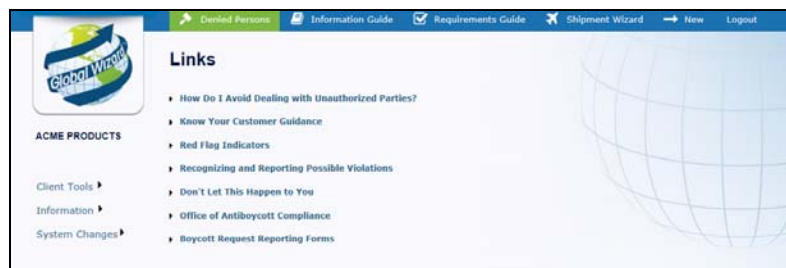
Information	Definition
Name	The name of the denied person or company.
Address	The address of this denied person.
City	The city of the denied person.
State/Province	The state or province of the denied person.
Country	The country of this denied person.
Effective Date	The date upon which the ban to this denied party begins or began.
Expiration Date	The date upon which the ban to this denied party expires.
Last Update	The last time this denied person data was updated.
Regulating Authority	The name of the Denied Persons list from which this entry comes.
Regulation Volume	The Federal Register volume in which this denied person entry appears.
Regulation Page	The Federal Register page upon which this denied person entry displays.
Regulation Date	The date upon which the denied person was added by the regulating party.

## Learning More About Denied Persons

Global Wizard offers links to the United States Department of Commerce's Bureau of Industry and Security's Web site so you can learn more about the role of Denied Persons in international shipping.

To access these links:

1. Access the Denied Persons application.
2. From the **Information** submenu, select **Links**.
3. The **Links** screen displays:



Click a link to view the associated Web site in a separate browser window.

---

**NOTE:** This information comes directly from external Web pages maintained by the information sources listed in Global Wizard. Global Wizard and Exits, Inc., are not responsible for the accuracy of the information you see in these external Web pages. Some pages might require different language plugins to render correctly.

---

Because this link opens in a new window, you can continue using Global Wizard while you read the information.

# Reviewing System Changes

## Reviewing Denied Persons Updates

You can review a list of updates to the Denied Persons application based on a date range. These updates represent changes that Global Wizard system made based upon new persons denied shipment rights by government bodies. These updates do not include persons added to your company-specific denied persons.

To review this list of updates to the Denied Persons application:

1. Access the Denied Persons application.
2. From the **System Changes** submenu, select **Recent Updates**.
3. The **Recent Updates** screen displays:



In the **Update Date From** edit box, type the earliest date whose update you want to review.

4. In the **Update Date From** edit box, type the earliest date whose update you want to review.

- The **Recent Updates** screen displays a list of Denied Persons records added or modified:

**Recent Updates**

Update Date From (mm/dd/yyyy): 01/01/2016  
 Update Date To (mm/dd/yyyy): 03/17/2016  
 Search

**Results (3225 records updated)**

Record	Name	Effective Date	Expiration Date	Last Update	Regulating Authority
Record 1	RYO MYONG	03/16/2016		03/16/2016	Treasury Department's Specially Designated Nationals' - North Korea - Assets prior to 6/17/00 remain blocked
Record 2	SINGWANG ECONOMICS AND TRADE CO., LTD.	03/16/2016			

You can review these changes to keep yourself current on the Denied Persons in Global Wizard system.

## Reviewing Entities Removed From Denied Persons Lists

Global Wizard will automatically remove Denied Persons records from its database if the appropriate government organizations once again authorize shipment to those entities.

To review the list of records deleted from the list of denied persons:

- Access the Denied Persons application.
- From the **System Changes** submenu, select **Deleted Entities**.

3. The **Deleted Entities** screen displays:



From the **Choose Sequence** drop-down list, select the system update whose record deletions you want to review. This screen automatically shows the list of deletions made by the last system update.

4. Click **Select**.

You can review these changes to keep yourself current on the Denied Persons in the Global Wizard system.

## Setting Email Alerts

You can set Global Wizard to automatically send an email to one or more people when a user conducts a search. This mechanism allows you to tailor Denied Persons to your internal workflows by reporting an individual user's searches to his or her immediate superiors or by reporting all users' searches to an individual manager.

### Adding an Email Alert

To add an email alert for denied person searches:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Client Email Set-Up**.
3. The **Client Email Set-Up** screen displays:

User Searching	Name	Email	
All Users	Brad	brnelson@acmeproducts.com	Delete
All Users	Christine	colsen@acmeproducts.com	Delete
All Users	Dan Wheaton	dan.wheaton@acmeproducts.com	Delete
All Users	Jonas	jobetti@acmeproducts.com	Delete
All Users			
All Users			
All Users			
All Users			

From the **User Searching** drop-down list, select the user upon whose searches you want Global Wizard to send an email. You can select **All Users** to send an email whenever any user conducts a denied persons search.

4. In the **Name** edit box, type the name of the person to whom you want to send this email.
5. In the **Email** edit box, type the email address to which you want to send the alert.
6. Click **Save**.

The next time the specified user conducts a search, Global Wizard will send a text email of the search parameters and search results to the designated recipients.

## Editing an Email Alert

After you have created one or more email alerts, you can revise them.

To update an email alert for denied person searches:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Client Email Set-Up**.
3. The **Client Email Set-Up** screen displays. In the row you want to edit, change the information you want to update.
4. Click **Save**.

Global Wizard will use this revised information immediately in Denied Persons.

## Deleting an Email Alert

If you want to stop Global Wizard from sending an email alert based on a set of parameters, you can delete the email alert.

To stop an email alert for denied person searches:

1. Access the Denied Persons application.
2. From the **Client Tools** submenu, select **Client Email Set-Up**.
3. The **Client Email Set-Up** screen displays. Beside the alert or alerts you want to delete, click the **Delete** checkbox.
4. Click **Save**.

Global Wizard will stop sending email alerts; however, email alerts might arrive after you make this change if Global Wizard sent them before you deleted the particular alert.

## Sample Email

The text-based email that Global Wizard sends looks very much like the **Search Results** screen:

```
Jake Freisen conducted a Denied Persons search within Global Wizard.  Here are the results.

Search On:                AKEEM
Is Similar To Search:     Included
The following are results for the search.
52 results for Is Similar To
-----
Name:                      AGHAJANI, DAVOOD
Address:
City:
State/Province:
Country:                   Unknown Country
Effective Date:           7/3/2008
Expiration Date:
Last Update:              7/8/2008
Regulating Authority:     Weapons of Mass Destruction Proliferators
-----
Name:                      AGHAJANI, DAVOOD
Address:
City:
State/Province:
Country:                   Unknown Country
Effective Date:           7/3/2008
```

The email contains the name of the user who conducted the search, the search parameters, and the search results.





# Chapter 14: Reviewing the Information and Requirements Guides

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## ***What Are the Information and Requirements Guides?***

Global Wizard provides you with a handy clearinghouse for worldwide shipment-related information. You can review a plethora of information about international shipping requirements, standards, specifications, and definitions.

Global Wizard system groups this information into two distinct guides for your convenience.

### **Information Guide**

Global Wizard Information Guide includes a set of reference material regarding shipping conventions and specification as well as a set of document templates that describe the information you need for shipping to different countries.

For more information about the Information Guide, see “Reviewing the Information Guide.”

### **Requirements Guide**

Global Wizard Requirements Guide provides you a quick way to determine what documents you need to ship between countries and even provides a brief description of the destination country.

For more information about the Requirements Guide, see “Reviewing the Requirements Guide.”

## Reviewing the Information Guide

Global Wizard Information Guide provides a wealth of reference information that you can use to familiarize yourself with customs, standards, and conventions used when shipping internationally.

To review the Information Guide, click the **Information Guide** link from the **Select an Application** screen or from the navigational links above Global Wizard logo.

The **Trade Information** page displays and looks something like this:



You can review these types of information:

- **Trade Information**, a set of helpful information for shipping.
- **Document Templates**, a set of document templates that illustrate the information required for shipping documents.
- **Links**, a set of hyperlinks to lead you to external sources for shipping information based on region and country. These links lead to Web sites outside of Global Wizard, and Exits, Inc., is not responsible for the content of these external Web sites.

## Reviewing Trade Information

You can review a set of trade standards, definitions, and codes for worldwide shipping. You can use this information as reference for your international shipping considerations.

To review this trade information:

1. Display the Information Guide application.
2. If the **Trade Information** page does not display, click the **Trade Information** link on the navigational submenu below Global Wizard logo.
3. The **Trade Information** page displays. Click the link of the information you want to review.

The selected reference material displays. Once you have reviewed the information, you can select a different portion of the Information Guide using the navigational submenu beneath Global Wizard logo or a different application using the navigational links above Global Wizard logo.

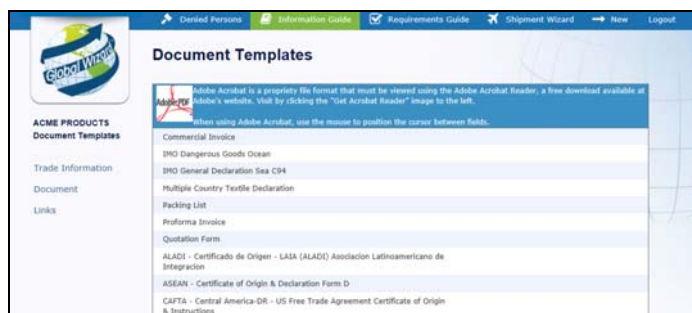
## Reviewing Document Templates Information

You can review a set of document templates that describe the information required by shipping documents that different countries require.

Before you can review these document templates, you must have Adobe Acrobat Reader installed on your workstation.

To review document templates:

1. Display the Information Guide application.
2. Click the **Document Templates** link on the navigational submenu below Global Wizard logo.
3. The **Document Templates** page displays:



Click the document whose template you want to review.

The selected document template displays. Once you have reviewed the information, you can select a different portion of the Information Guide using the navigational submenu beneath Global Wizard logo or a different application using the navigational links above Global Wizard logo.

## Reviewing Other Links

Global Wizard provides a set of relevant hyperlinks for other countries and regions. You can use these links to find up-to-date information directly from sources within these countries.

To review other links:

1. Display the Information Guide application.
2. Click the **Links** link on the navigational submenu below Global Wizard logo.

3. The **Links** page displays:



Click a link to review its section of informative links.

4. A set of links displays. Click the link of the information you want to review.

This information comes directly from an external Web page maintained by the information source listed in Global Wizard. Global Wizard and Exits, Inc., are not responsible for the accuracy of the information you see in these external Web pages. Some pages might require different language plugins to render correctly.

When you have finished with this window, click the **[close]** link at the top.

Once you have reviewed the links you want, you can select a different portion of the Information Guide using the navigational submenu beneath Global Wizard logo or a different application using the navigational links above the Global Wizard logo.

## Reviewing the Requirements Guide

Global Wizard Requirements Guide lists the documents you must provide when shipping from one country to another. You can review templates of documents not currently supported by the Global Wizard Shipment Wizard application.

To review the Requirements Guide, click the **Requirements Guide** link from the **Select an Application** screen or from the navigational links above the Global Wizard logo.

The **Requirements From** page displays and looks something like this:



From the **Export Country** drop-down list, select the country from which you want to originate your shipment.

Beside the name of the destination country, you can click the following buttons:

- **Docs Required** to review the documents required to ship from the origination country to the destination country. For more information, see “Reviewing Required Documents.”
- **Info** to review information about the destination country. For more information, see “Reviewing Country Information.”
- **Links** to see a set of links providing further sources of information for the destination country. For more information, see “Reviewing Country Links.”

You can use the alphabet links at the top of the screen as a shortcut to navigate through the list of destination countries. Click the first letter of the name of the destination country to jump immediately to that letter.

## Reviewing Required Documents

Global Wizard's Requirements Guide can list the documents required to ship from the selected origin country to a selected destination country.

To view a list of required documents:

1. Display the Requirements Guide application.
2. From the **Export Country** drop-down list, select the country from which you want to originate your shipment.
3. Beside the name of the destination country, click the **Docs Required** button.
4. The **Documentation Requirements** page displays:



Document	Original	Copies	Notes	Comments
Alcoholic Products - Wine Only	1		A	Wine Only
Any Country to Argentina Note	1			Any Country to Argentina Note comment
Bill of Lading - Airway Bill	1	3	B, C	
Certificate of Origin	1	3	D	
Commercial Invoice - highest level - any country to any country	3	35	E, F	
Import License/Permit	1	3	G, H, I	
Insurance Certificate	1	1	J	
ISPM 15 Wood Packing			K	

This page displays the **Standard Documents** you need to provide for a shipment to this country as well as **Special Documents** required depending upon the nature of your shipment.

Once you have reviewed the information, you can select:

- A different page in the Requirements Guide for this export country and destination country using the navigational submenu beneath Global Wizard logo.
- The **Home** link to select a different export country and/or destination country.
- A different application using the navigational links above the Global Wizard logo.

## Reviewing Country Information

Global Wizard's Requirements Guide can display a list of information about the destination country that includes information to consider when shipping to the country. This page offers details such as currency, holidays, climate, location, and other facts to consider when shipping to the country.

To review the destination country's information:

1. Display the Requirements Guide application.
2. From the **Export Country** drop-down list, select the country from which you want to originate your shipment.

It's not necessary to select an export country if you just want to review the information about a destination country, but if you want to review required documents for this destination country, you do need to provide the export country as Global Wizard bases the required document list on the combination of export country and the import country selected.

3. Beside the name of the destination country, click the **Info** button.
4. The **Country Details** page displays:



The screenshot shows the 'Antigua And Barbuda Details' page in the Global Wizard application. The page has a blue header with navigation links: Denied Persons, Information Guide, Requirements Guide (highlighted), Shipment Wizard, New, and Logout. On the left, there is a sidebar with the Global Wizard logo and links for ACME PRODUCTS, Country Details, Home, Document Requirements, Country Details, and Related Links. The main content area displays the following details for Antigua And Barbuda:

<b>ISO Code</b>	AG
<b>Location</b>	Located in the Atlantic Ocean, part of the West Indies, Leeward Islands, also includes the Island of Redonda
<b>Citizens are known as</b>	Antiguan(s), Barbudan(s)
<b>Capital City</b>	St. Johns
<b>Size</b>	170 sq miles; 440 sq km
<b>Climate</b>	Tropical
<b>Population</b>	85,600
<b>Language</b>	English
<b>Currency</b>	East Caribbean Dollar = 100 Cents
<b>Currency ISO Code</b>	XCD
<b>Holidays</b>	New Year's Day; Labor Day (first Monday in May) and Bank Holiday; Summer Carnival (first Monday & Tuesday in August); State Independence Day; Christmas Day; Boxing Day.

This page details a number of facts about the destination country you selected.

Once you have reviewed the information, you can select:

- A different page in the Requirements Guide for this export country and destination country using the navigational submenu beneath Global Wizard logo.
- The **Home** link to select a different export country and/or destination country.
- A different application using the navigational links above Global Wizard logo.

## Reviewing Country Links

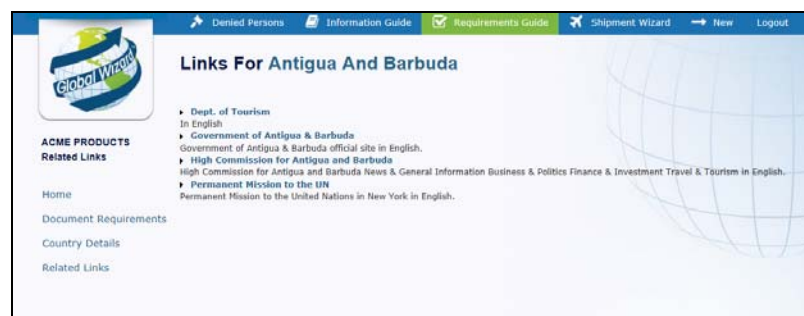
Global Wizard provides a set of relevant hyperlinks for other countries and regions. You can use these links to find up-to-date information directly from sources within these countries.

To review a country's links:

1. Display the Requirements Guide application.
2. From the **Export Country** drop-down list, select the country from which you want to originate your shipment.

It's not necessary to select an export country if you just want to review the information about a destination country, but if you want to review required documents for this destination country, you do need to provide the export country as Global Wizard bases the required document list on the combination of export and import countries selected.

3. Beside the name of the destination country, click the **Info** button.
4. The **Related Links** page displays:



Click the link of the information you want to review.



5. The information displays in a separate browser window.

This information comes directly from an external Web page maintained by the information source listed in Global Wizard. Global Wizard and Exits, Inc. are not responsible for the accuracy of the information you see in these external Web pages. Some pages might require different language plugins to render correctly.

When you have finished with this window, you can close it..

Once you have reviewed the information, you can select:

- A different page in the Requirements Guide for this export country and destination country using the navigational submenu beneath the Global Wizard logo.
- The **Home** link to select a different export country and/or destination country.
- A different application using the navigational links above the Global Wizard logo.

## Setting Notification For Requirements Guide Changes

If you'd like to receive notification when information within the Global Wizard Requirements Guide changes, you can the application to send you an email when a change occurs.

The notifications are based on telling Global Wizard in what trade lanes you're interested. For example, you can specify that you want to learn about all updates relating to US-Mexico or Canada-Great Britain or any other combination of import and export countries.

To set up Requirements Guide notifications:

1. Display the Requirements Guide application.
2. Click the **Notifications** menu item.

3. The **Notifications** screen displays:

All Import Countries	
<input type="checkbox"/> Doc Reqs	
<input type="checkbox"/> Doc Reqs	
<input type="checkbox"/> Doc Reqs	
<input type="checkbox"/> Doc Reqs	
<input type="checkbox"/> Doc Reqs	
<input type="checkbox"/> Doc Reqs	
<input type="checkbox"/> Doc Reqs	
<input type="checkbox"/> Doc Reqs	

From the **Export Country** drop-down list, select the export country from that you want to use as a destination point for a trade lane about which you want to keep up-to-date or select **All Export Countries**.

4. Click the checkbox beside each import or destination country for which you want to receive updates. You can click **All Import Countries** to receive notifications for all.
5. Click **Save**.

If you want to set up more notifications using another source/export country, you can do so.

Once you have set up one or more notifications, Global Wizard will send notice of any changes made to these trade lanes to the email address associated with your user account.



# Chapter 15: Administering the Global Wizard System

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## *Performing Administrative Duties*

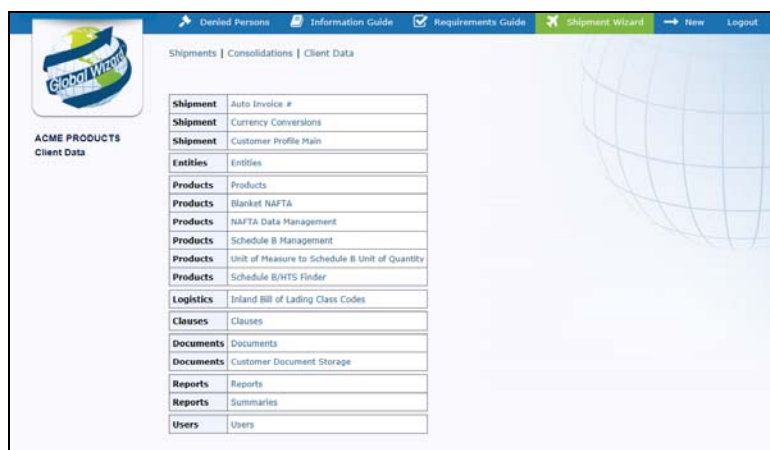
### Accessing the Client Data Functions

The Client Data module that allows you to perform administrative tasks for Global Wizard is a part of the Shipment Wizard application. These functions help you to establish the basic information that your shipment records will share, including people or organizations who will handle your shipment, products they will include, and other details.

This client data section lies within the Shipment Wizard application; to use it, you will need to log in and select the Shipment Wizard application. If you are in the Denied Persons application, for example, you will not have direct access to the screens described in this chapter.

To access the Client Data administrative functions:

1. Access Shipment Wizard application.
2. From the menu bar, select **Client Data**.
3. The **Client Data** screen displays:



You can select an administrative function from this screen.

## Administrative Functions Overview

The following table illustrates the administrative functions you can perform as well as the applications each function impacts:

Function	Applications	Function Definition
Auto Invoice #	Shipment Wizard	Enables Global Wizard to automatically increment invoice numbers for new shipment records.
Currency Conversion	Shipment Wizard	Allows you to specify automatic conversion factors used when converting between currencies of different countries.
Entities	Shipment Wizard	Allows you to create, edit, and delete entity records. These records contain the names, addresses, and other information of individuals and companies with whom you do business.
Products	Shipment Wizard	Allows you to define the products you will ship.
Blanket NAFTA	Shipment Wizard	Allows you to generate a blanket NAFTA form that will cover multiple shipments.
NAFTA Data Management	Shipment Wizard	Helps you to identify where you're missing product information required for NAFTA documents.
Schedule B Management	Shipment Wizard	Helps you to flag out-of-date Schedule B numbers and replace them in bulk.
Unit of Measure to Schedule B Unit of Quantity	Shipment Wizard	Helps convert products counted in units of measure to units of quantity required by government Schedule B reporting.
Inland Bill of Lading Class Codes	Shipment Wizard	Allows you to define the class codes you can assign to each package type when creating an inland bill of lading.
Clauses	Shipment Wizard	Enables you to define text that you want to appear on documents as clauses.
Documents	Shipment Wizard	Allows you to select what shipping documents you want to make available for Global Wizard to produce.
Customer Document Storage	Shipment Wizard	Allows you to upload documents you want to make available in Shipment Wizard for all shipments.
Reports	Shipment Wizard	Allows you to run reports to track Shipment Wizard usage.
Summaries	Shipment Wizard	Enables you to view summaries (totals) of various metrics of Shipment Wizard usage.
Users	<i>All</i>	Allows you to create user accounts and manage privileges and access rights for Global Wizard

## Enabling Automatic Invoice Numbering

If your organization uses sequentially numbered invoices, you can have Global Wizard automatically apply these invoice numbers to new shipment records.

### Enabling Automatic Invoice Numbering

To enable the automatic invoice numbering:

1. Display the **Client Data** screen.
2. Click the **Auto Invoice #** link.
3. The **Auto Invoice #** screen displays:

By default, this function is disabled, and you cannot specify a range of invoice numbers to use. Click the Enable Auto Invoice # checkbox to enable this feature and to make the other text boxes on this screen editable.

4. Enter the following information on this screen:

Information	Definition
Invoice # Min	The number at which you want to start automatic numbering. This will be the first number Global Wizard uses when numbering.
Invoice # Max	The number at which you want to stop automatic numbering. This will be the highest number Global Wizard uses.
Number of Digits	Optional. The number of digits in your invoice numbers. If you enter a number of digits here, Global Wizard will pad your invoice numbers with zeroes to the left of the invoice number to create the proper number of digits. For example, if the invoice number is 105 and you enter 8 for the Number of Digits, Global Wizard will number the invoice as 00000105. If you do not enter a value here, Global Wizard will not pad and will number that same invoice as simply 105.

Information	Definition
Prefix	Optional. Up to a four-character to use as a prefix for your invoice numbers. For example, you can enter INV- to append these characters to the beginning of the invoice number. Global Wizard would then automatically number your invoice with INV-00000105. Global Wizard does not automatically add a hyphen (-) between the prefix and the number, so you need to include it as one of your characters if you want it in the automatic invoice number.

5. Click **Save**.

Global Wizard displays a message that indicates it has saved the information.

When you create new shipment records, Global Wizard will automatically apply invoice numbers to them.

## Disabling Automatic Invoice Numbering

If you no longer want to automatically number your shipments, you can disable the Automatic Invoice Numbering. Disabling the automatic numbering will not remove any invoice numbers already applied to shipment records; it only discontinues numbering on shipment records you create after you disable it.

To disable the automatic invoice numbering:

1. Display the **Client Data** screen.
2. Click the **Auto Invoice #** link.
3. The **Auto Invoice #** screen displays. Remove the checkmark from the **Enable Auto Invoice #** checkbox.
4. Click **Save**.

Global Wizard displays a message that indicates it has saved the information.

## Determining Currency Conversions

You can establish the amount by which Global Wizard must multiply when converting values between currencies. Global Wizard uses these values as the default when the user selects a payment currency and the import and export countries are stored here. On individual shipments, though, you can override the default.

### Adding Currency Conversion Factors

To add a currency conversion:

1. Display the **Client Data** screen.
2. Click the **Currency Conversion** link.
3. The **Currency Conversion** screen displays:

The screenshot shows the 'Acme Products Currency Conversions' screen in the Global Wizard system. The interface includes a sidebar with navigation links and a main content area. At the top of the main area, there is a 'Number of Currencies' field set to 3, with a 'Change' button next to it. Below this, there are three conversion forms. Each form has a 'Save' button at the top right. The first form is for converting from USD to CAD, with a conversion factor of 1.5 and an effective date of 06/14/2005. The second form is for converting from USD to JPY, with a conversion factor of 96 and an effective date of 08/18/2009. The third form is empty. Each form also has a 'Delete this conversion' checkbox.

You can choose the number of currency conversions to add. By default, the page displays three forms. To change the number of forms, type a number in the **Number of Currencies** edit box and click **Change**. Global Wizard will change the screen to contain the number of forms you want.

**NOTE:** If you have already created one or more currency conversions, you cannot display fewer forms than you have currency conversion records.

4. For each currency conversion, you can enter the following information:

Information	Definition
From Currency	The currency of the source country from which you want to convert. Click <b>Search</b> to use the <b>Find a Currency</b> page to select a currency.
To Currency	The currency of the target country to which you want to convert. Click <b>Search</b> to use the <b>Find a Currency</b> page to select a currency.
Conversion Factor	The number by which you multiply to convert the number of the source currency to get the equivalent value in the target currency.

5. Repeat step 4 for each form you want. You do not need to use all the forms on the page, but you cannot leave an individual form incomplete.
6. Click **Save**.

Global Wizard displays a message that indicates it has saved the information. Global Wizard also displays the conversion factor you created as well as the effective date, which is the date you created or modified the conversion factor.

## Modifying Currency Conversion Factors

Once you have created a currency conversion factor, you can modify it to use a different conversion factor.

To change an existing currency conversion factor:

1. Display the **Client Data** screen.
2. Click the **Currency Conversion** link.
3. The **Currency Conversion** screen displays the existing currency conversion factors. Scroll to find the currency conversion whose factor you want to change.
4. In the Conversion Factor edit box, type the new conversion factor.
5. Click **Save**.

Global Wizard displays a message that indicates it has saved the information.



## Deleting a Currency Conversion

If you no longer want to use a currency conversion factor you have created, you can delete it.

To delete a currency conversion factor:

1. Display the **Client Data** screen.
2. Click the **Currency Conversion** link.
3. The **Currency Conversion** screen displays the existing currency conversion factors. Scroll to find the currency conversion whose factor you want to delete.
4. Click to place a checkmark in the **Delete this conversion** checkbox beside the conversion you want to delete.
5. Click **Save**.

Global Wizard deletes this currency conversion. Global Wizard will no longer apply this conversion by default.

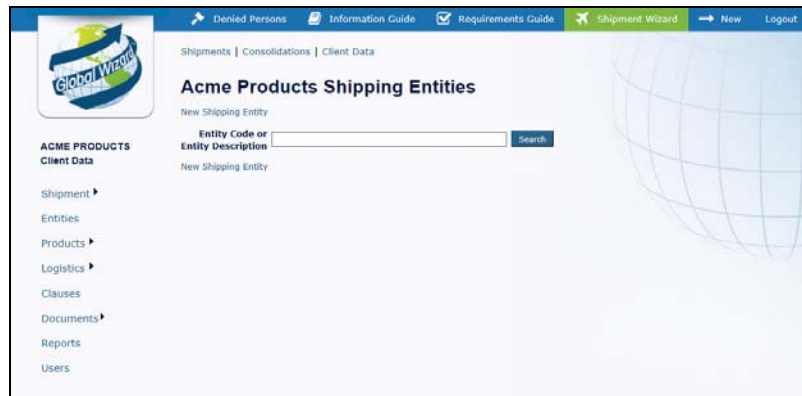
## Editing Entity Records

Entity records represent people and companies with whom your company does business. You can set the values, including names and addresses, for these entities in your client data, and you can then easily select and use these entities when creating shipment records.

### Adding an Entity Record

To add a new entity record:

1. Display the **Client Data** screen.
2. Click the **Entities** link.
3. The **Shipping Entities** screen displays:



Before you add an entity record, you should search to make sure it does not already exist. Type an entity code or description in the edit box and click **Search**.

4. If an entity does not already exist, click the **New Shipping Entity** link.

5. The **Shipping Entity** screen displays:

The screenshot shows the 'Acme Products Shipping Entity' screen. The sidebar on the left lists navigation options: Shipments, Consolidations, Client Data, Entities, Products, Logistics, Clauses, Documents, Reports, and Users. The main content area is titled 'Acme Products Shipping Entity' and includes a 'Save' button at the top right. Below the title, there are two tabs: 'Shipping Entities' and 'Document Storage'. The 'Shipping Entities' tab is active, showing a form with the following fields and options:

- Function:** A section with checkboxes for 'Exporter', 'Ultimate Consignee', 'Email - Document Recipient', 'Bill To', 'Freight Forwarder', and 'Other Entity'.
- Code Number:** A text input field.
- Company Name:** A text input field.
- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State Code:** A dropdown menu with a 'Search' button and a note '(US, Canada, and Mexico Only)'.
- State/Province:** A text input field.
- Region:** A text input field.
- Postal Code:** A text input field.
- Country:** A dropdown menu with a 'Search' button.
- EIN - Exporter's Number:** A text input field.
- Social Security Number:** A text input field.
- DUNS Number:** A text input field.
- Canadian Business Number:** A text input field.

You can enter the following information for the entity:

Information	Definition
Function	The function this entity serves. The checkboxes you check here determines in which screens in Shipment Wizard you can use this entity.
Code Number	The code number for this entity, if any
Company Name	The name of the company or individual.
Address 1	The first line of the entity's address.
Address 2	The second line of the entity's address, if necessary.
City	The city of the entity.
State Code	The code of the state or province of this entity. You can click <b>Search</b> to use the <b>Find a State</b> screen to find the proper code.
State/Province	The complete name of state or province of the entity as you want it to display.
Region	The region of the entity, if necessary.
Postal Code	The ZIP code or postal code of the entity, if necessary.
Country	The country of the entity company. You can click <b>Search</b> to use the <b>Find a Country</b> screen to find the proper code.
EIN – Exporter's Number	The Employer Identification Number of this entity, if any.
DUNS Number	The Dun & Bradstreet Data Universal Numbering System number for this entity, if any.
VAT #	Value Added Tax number of this entity, if any.
Compliance Date	The date of this entity's compliance.
Social Security Number	The Social Security Number of this individual entity, if any.

Information	Definition
Canadian Business Number	The Canadian Business Number of this entity, if any.
VAT Country	The two letter ISO code for the Value Added Tax country specification for this entity, if any. You can click <b>Search</b> to use the <b>Find a Country</b> page to find a country code.
FM Number	A unique number used by Freight Forwarders.
Address 3	A third line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 4	A fourth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Address 5	A fifth line of the address; if you use Address lines 3-5, the application will use these lines on documents for address information instead of City, State/Province, Postal Code, and Country.
Contact Type	The type of contact the following information represents.
Contact Name	The first name, middle initial, and last name of a contact at the entity, if any.
Title	The title for the contact at the entity, if any.
Phone	The phone number of the contact, if any.
Email	The email address of the contact, if any. Global Wizard will use this email address when you opt to send documents to this contact.
Fax	The facsimile machine number for this contact, if any.

6. Click **Save** to save this entity.

Global Wizard displays a message that indicates it has saved your new entity record. You can use this entity within your shipment records in the roles you indicated.

## Viewing or Editing Entity Records

You can review the information you have for an entity, and you can edit that entity record if the information for a company or individual with whom you do business changes.

When you edit your entity record, you make Global Wizard use this new information when you assign that entity to a shipment record. Global Wizard will not, however, apply the new information to existing shipment records to which you have already added this entity; you need to change those shipment records manually if necessary.

To review or edit an entity record:

1. Display the **Client Data** screen.
2. Click the **Entities** link.
3. The **Shipping Entities** screen displays. In the **Entity Code or Entity Description** edit box, type the name of the entity you want to edit.
4. Click **Search**.
5. A list of matching entities displays. Click the link of the entity record you want to examine or edit.
6. The **Shipping Entity** screen displays:

You can review the information or change the values of any of the information on this screen.

7. If you edit the record, click **Save** to save your changes.

After reviewing or editing the information on this screen, you can click the **Shipping Entities** link to return to the list of entity records.

## Using Client Document Storage With Entities

Global Wizard allows you to store your own custom client documents associated with individual entities. When you upload a client document at the entity level, these documents will be available for you to include with a document bundle when you create a shipment record that uses that entity. The documents automatically display in all shipments that use this entity.

Global Wizard lets you upload the following types of documents:

Images:

- .jpg (JPEG files)
- .tif (Tagged Image Format)
- .bmp (Bitmaps)
- .gif (GIF files)

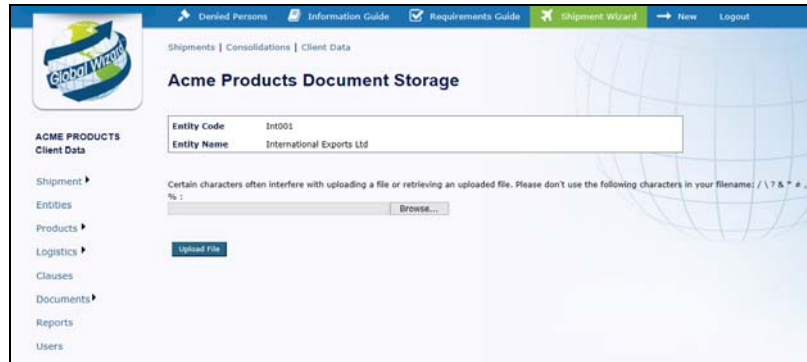
Data:

- .doc or .docx (Microsoft Word documents)
- .xls or .xlsx (Microsoft Excel spreadsheets)
- .pdf (Adobe Portable Document Format)
- .csv (Comma-separated value)
- .txt (Text files)

To store a document with an entity record:

1. Display the **Client Data** screen.
2. Click the **Entities** link.
3. The **Shipping Entities** screen displays. In the **Entity Code or Entity Description** edit box, type the name of the entity with which you want to store a client document.
4. Click **Search**.
5. A list of matching entities displays. Click the link of the entity record.
6. Click the **Document Storage** link.

7. The **Client Document Storage** screen displays:



Click **Browse**.

8. A file chooser window displays. Navigate to and select the file you want to associate with this entity.
9. Click **Upload File**.

Global Wizard stores this custom file with the entity so that you can bundle it with the shipping documents you create when you create a shipment record that uses this entity.

## Deleting an Entity Record

You can delete an entity record if you no longer do business with an individual or company.

If you delete an entity record, you do not automatically remove that entity from any existing shipment records that currently use that entity. You need to remove the entity from shipment records by hand if needed.

To delete an entity record:

1. Display the **Client Data** screen.
2. Click the **Entities** link.
3. The **Shipping Entities** screen displays. In the **Entity Code** or **Entity Description** edit box, type the name of the entity you want to delete.
4. Click **Search**.
5. A list of matching entities displays. Click the link of the entity record you want to delete.
6. The **Shipping Entity** screen displays. Beneath the address information, you will find a **Delete** checkbox. Click to place a checkmark in this checkbox.

7. Click **Save** to save your changes.
8. An alert box warns you that you are about to delete this entity. Click **OK**.

Global Wizard deletes the record.



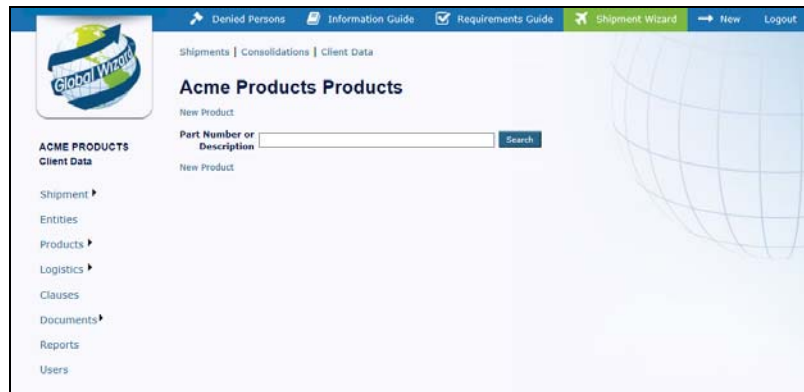
## Managing Product Records

Product records allow you to define the products you ship and that you can put into package types or consolidated shipments.

### Adding a Product Record

To add a new product record:

1. Display the **Client Data** screen.
2. Click the **Product** link.
3. The **Products** screen displays:



You might want to conduct a search to make sure the product does not already exist. To do so, type the product number or description, or any part of it, into the edit box and click **Search**; Global Wizard will display any products that match. Examine the list of product records to ensure that you do not have a record for the specific product already.

4. Click the **New Product** link.

5. The **Product** screen displays:

## 6. You can enter the following information for the product:

Information	Definition
Product ID	An identifier to assign to this product. This might represent a part number or other unique ID for this product.
Product Code	The complete Product Code. Users will find product records by this code.
Description	A free-text description of this product.
Comment	Comments about the product.
Foreign Military Sales (FMS)	Whether this product falls under the US Foreign Military Sales Program. Export Licenses are usually required.
CTP	The Composite Theoretical Performance for the product, if applicable.
Default Country	A default country of origin for this product. You can click <b>Search</b> to use the <b>Find a Country</b> screen to find a country code.
Standard Cost	The standard cost for this product, if any.
Canadian Province of Origin	The province of origin if this product is Canadian.
Unit Price	The price per unit for this product.
Currency	The currency used for the unit price. You can click <b>Search</b> to use the <b>Find a Currency</b> screen to find a currency.
Schedule B	The US Government Classification Number. You can click <b>Search</b> to use the <b>Select a Schedule B Number</b> screen to find a Schedule B classification number.
1 <sup>st</sup> UQ	The first unit of quantity measurement for this Schedule B number. Global Wizard fills this field when you choose a Schedule B classification number.

Information	Definition
2 <sup>nd</sup> UQ	The second unit of quantity measurement for this Schedule B number, if applicable. Global Wizard fills this field when you choose a Schedule B classification number.
Unit of Measure	The unit of measure for the product. For example, you might enter ea . , box, or other means you use to describe what the number in quantity physically represents.
Measurement	Whether to physically measure this product's individual units in imperial or metric terms.
Unit Weight	The weight of each unit of this product, measured in either pounds (imperial) or kilograms (metric).
Unit Cube	The volume/displacement of each unit of this product, measured in either cubic feet (imperial) or cubic meters(metric).
License Type	Type of export license required by US government, if any.
License Number	The license number issued to allow export of this product, if any.
License Date	The date the license was issued to allow export of this product, if any.
ECCN	The Export Commodity Control Number for this product.

7. If your product is military in nature, you can click the **ITAR Controlled** checkbox and enter the appropriate information:

Information	Definition
DDTC Significant Military Equipment Indicator	Check if this product warrant special export controls because of their capacity for substantial military utility or capability.
DDTC Eligible Party Certification Indicator	Check to certify that the DDTC registered exporter can meet all the ITAR criteria to use the exemption and a certification by the DDTC registered exporter that all parties to the transaction are eligible to receive USML items under the ITAR.
DDTC USML Category Code	The United States Munitions List category code for this product.
DDTC Quantity	The number of units of this product to include with the shipment.
DDTC Unit of Measure	<p>The unit of measure for the article being shipped as stated on the license or other export authorization.</p> <p>This information should be provided on the license, unless the unit of measure is the commodity itself (such as 4 T-55 engines, 11 centerfire rifles). In those cases, simply use an appropriate Unit of Measure code (Items, Pieces, and so on).</p>
DDTC Exemption	The exemption number that exempts the shipment from the requirement for a license or other written authorization from the DDTC, if necessary.
DDTC Registration Number	The registration number, also called Registrant Code, assigned by DDTC.

---

**NOTE:** *The Hazardous section of the page contains a number of edit boxes regarding the hazardous nature of a product. This document does not describe these fields as their use merits special training that is beyond the scope of this manual.*

---

8. Click **Save**.

Global Wizard displays a message that indicates it has saved the product.

## **Adding Free Trade Area Information to a Product Record**

Once you have added a product to the system, you can add details for each Free Trade Agreement that applies to that product.

To add Free Trade Area information to a product record:

1. Display the **Client Data** screen.
2. Click the **Products** link.
3. The **Products** screen displays. In the **Part Number or Description** edit box, type the name of the product to which you want to add or edit free trade area information.
4. Click **Search**.
5. A list of matching products displays. Beside the product you want to edit, click **Free Trade Screen**.

6. The **Product Free Trade** screen displays:

Within this screen you can enter information required for free trade areas in effect for this product. The exact values that display here vary depending upon the origin country of the product and the current agreements in effect.

You can enter the following information for the following Free Trade Agreements:

**NAFTA**

Information	Definition
Net Cost	Whether NAFTA regional content is calculated on a net cost basis.
Preference Criteria	Relationship of product's production location to NAFTA guidelines.
Producer	Relationship of product's manufacturer to exporter for NAFTA considerations.

**US-Chile Free Trade Agreement**

Information	Definition
Preference Criteria	Relationship of product's production location in guidelines.
Producer	Relationship of product's manufacturer to exporter.
Regional Value Content	Whether this product qualifies for a tariff shift using one of the two formulas, Build Up or Build Down, in the agreement.

## CAFTA

Information	Definition
Preference Criteria	Relationship of product's production location.
Preference Type	If preferential tariff treatment is requested under the Central America-Dominican Republic-United States Free Trade Agreement or the Central America-Dominican Republic regime.
Other Criteria	The method of determining the origin of the product.
Producer	Relationship of product's manufacturer to exporter.

7. Click **Save** to save your changes.

You can use the information in the product record to generate documentation for the free trade areas.

Note that as additional free trade areas become available, Global Wizard might include them and their required fields on this screen, so you might need to return from time to time to update the information.

## Adding a Client Document to a Product Record

You can add your own client document, such as a product data sheet, to a product record. When you add this document at the product level, the document will become available with to any shipment record that includes this product.

To add a client document to a product record:

1. Display the **Client Data** screen.
2. Click the **Products** link.
3. The **Products** screen displays. In the **Part Number or Description** edit box, type the name of the product to which you want to add or edit free trade area information.
4. Click **Search**.
5. A list of matching products displays. Beside the product you want to edit, click **Document Storage**.

6. The **Product Master Document Storage** screen displays:

Global Wizard displays basic information about the selected product, including:

Information	Definition
Part Number	The part number for this product.
Description	The free-text description for this product.
Unit Price in ...	The price of this product in the its currency.
Unit Weight	The weight of each individual item of this product in either imperial or metric units as determined by the product record.

- Click **Browse** to open a file chooser window.
- Navigate to and select the file you want to add to this product record.
- Click **Upload File**.

Global Wizard stores the document with this product.

## Viewing or Editing Product Records

You can review the information you have for a product, and you can edit that product record if the information changes.

When you edit your product record, Global Wizard uses this new information when you assign that product to a shipment record. Global Wizard will not, however, apply the new information to existing shipment records to which you have already added this product.

To review or edit a product record:

1. Display the **Client Data** screen.
2. Click the **Products** link.
3. The **Products** screen displays. In the **Part Number or Description** edit box, type the name of the product you want to edit.
4. Click **Search**.
5. A list of matching products displays. Click the link of the product record you want to examine or edit.
6. The **Product** screen displays. You can review the information or change the values of any of the information on this screen.
7. If you edit the record, click **Save** to save your changes.

After reviewing or editing the information on this screen, you can click the **Products** link to return to the list of product records.

## Deleting a Product Record

You can delete a product record if you no longer ship the product.

If you delete a product record, you do not automatically remove that product from any existing shipment records that currently include that product.

To delete a product record:

1. Display the **Client Data** screen.
2. Click the **Products** link.
3. The **Products** screen displays. In the **Part Number or Description** edit box, type the name or description, or a portion thereof, of the product you want to edit.
4. Click **Search**.
5. A list of matching products displays. Click the link of the product record you want to examine or edit.



6. The **Product** screen displays. At the bottom of the screen, below all information for this product, you will find a **Delete** checkbox. Click to place a checkmark in this checkbox.
7. Click **Save** to save your changes.
8. An alert box warns you that you are about to delete this product. Click **OK**.

Global Wizard deletes the record.

## Creating Blanket NAFTA Forms

Global Wizard allows you to create blanket NAFTA forms which cover any or all properly documented products your organization defines.

To create a blanket NAFTA form, you must:

- Select the products to include on the blanket NAFTA form and make sure that you have included all required information. For more information, see “Managing NAFTA Product Information.”
- Generate the blanket NAFTA form. For more information, see “Creating a Blanket NAFTA Document.”

## Managing NAFTA Product Information

Global Wizard provides a screen that allows you to manage the NAFTA information for your products. While you can enter this information on the individual product records, this screen provides a quick place to identify products missing NAFTA information. Additionally, you can use this screen to select what products appear on your blanket NAFTA documents.

To manage this product information:

1. Display the **Client Data** screen.
2. Click the **NAFTA Data Management** link.
3. The **NAFTA Management** screen displays:

Show	Part #	Description	Ctry	HTS #	NAFTA Pref.	NAFTA Prod.	NAFTA Net Cost
<input type="checkbox"/>	125	The TEST STAR product	US				
<input type="checkbox"/>	321	Chlorine for swimming pools	US	2903.77.0080			
<input type="checkbox"/>	456	Blaine Product	US	2401.10.5180	C	YES	
<input type="checkbox"/>	ahr4aerhae	aeShrearherahear	US				
<input type="checkbox"/>	Ford Explorer	Ford Explorer	US	1302.19.4020			
<input type="checkbox"/>	Trenton 0001	2009 Ford Windstar, Used, 6 Cylinder 23,456 miles	US	8703.33.0085			

Save Changes

Pages 1

You can click:

- ✓ **All Products** to display all product records you have in the system.
- ✓ **Problem Products** to display only those products originating in Canada, Mexico, or the U.S. that lack NAFTA information.

---

**NOTE:** This information is paginated into a series of screens. You need to make save changes to each page before you move to the next.

---

4. In each row, you can edit or add NAFTA information for each product. You can click the **NAFTA Codes** link to display a list of NAFTA codes in a separate browser window for reference.

You can edit:

Information	Definition
HTS #	The Harmonized Tariff System Number for this product.
NAFTA Pref.	Relationship of product's production location to NAFTA guidelines.
NAFTA Prod.	Relationship of product's manufacturer to exporter for NAFTA considerations.
NAFTA Net Cost	Whether NAFTA regional content is calculated on a net cost basis.

5. To include a product on the blanket NAFTA form, click the checkbox beside the product. To remove the product, make sure that the checkbox is empty.
6. Click **Save Changes** to save the changes to this page.
7. Click the page numbers at the bottom to advance through your list of products and repeat these steps.

Once you have completed this process and completed the information for products you want to include on a Blanket NAFTA form, and have made sure that each of those products includes the required NAFTA information, you can generate the form. For more information, see "Creating a Blanket NAFTA Document."

## Creating a Blanket NAFTA Document

Before you generate a blanket NAFTA document, you must ensure that the products you want to include on the document have all the required information for NAFTA and that you have selected them to appear on the document. For more information, see "Managing NAFTA Product Information."

Then you can identify the entities and the blanket period the form covers and generate the form in PDF format.

To generate the blanket NAFTA form:

1. Display the **Client Data** screen.
2. Click the **Blanket NAFTA** link.

3. The **Client Blanket NAFTA** screen displays:

The screenshot shows the 'Acme Products Blanket NAFTA' screen within the Global Wizard application. The interface includes a top navigation bar with links for 'Denied Persons', 'Information Guide', 'Requirements Guide', 'Shipment Wizard', 'New', and 'Logout'. A left sidebar contains a tree view with 'ACME PRODUCTS Client Data' expanded, showing sub-items like 'Shipment', 'Entities', 'Products', 'Logistics', 'Clauses', 'Documents', 'Reports', and 'Users'. The main content area is titled 'Acme Products Blanket NAFTA' and 'NAFTA Data Management'. It features a 'Choose Form' dropdown menu set to 'English', and two date input fields: 'Blanket From Date (mm/dd/yyyy)' and 'Blanket To Date (mm/dd/yyyy)'. Below these is a 'Narrow By' section with three rows: 'Exporter', 'Importer', and 'Producer', each with a text input field and a 'Search' button. A 'Generate' button is located at the bottom right of the 'Narrow By' section.

From the **Choose Form** drop-down list, select what language form to use.

4. In the **Blanket From Date** edit box, select the starting date for the period this form covers.
5. In the **Blanket To Date** edit box, select the ending date for the period this form covers.
6. Beside the **Exporter** box, click search to find the exporter that this form will include.
7. Beside the **Importer** box, click search to find the importer this form will include.
8. Beside the **Producer** box, click search to find the producer this form will include.
9. Click **Generate** to create a PDF document.

The blanket form displays as a PDF document. You can save or print this document as needed.

## Updating Schedule B Numbers

Several times a year, the United States Government updates Schedule B numbers, and this can render some existing numbers obsolete. Global Wizard offers a quick way for you to update your product master records with new Schedule B numbers so that your new shipments will have the correct values.

This process will ensure that future shipments using the product master records have the correct number; however, you will need to update individual products in open shipments manually.

To update Schedule B numbers:

1. Display the **Client Data** screen.
2. Click the **Schedule B Management** link.
3. The **Schedule B Management** screen displays:



If any of your Schedule B numbers are out of date, they display here.

4. For each outdated number in the list, type a new value in the **New Schedule B** edit box.
5. Click **Submit**.

Global Wizard updates all master product records that to the new Schedule B number.

## Managing Inland Bill of Lading Class Codes

When your shipment requires an inland bill of lading, you can assign a class code to each package type within the shipment. You can set your own class codes and descriptions to indicate what classes are available.

### Adding a Class Code

To add a new inland bill of lading class code:

1. Display the **Client Data** screen.
2. Click the **Inland Bill of Lading Class Codes** link.
3. The **Inland Bill of Lading Class Codes** screen displays:

Global Wizard

Denied Persons | Information Guide | Requirements Guide | Shipment Wizard | New | Logout

Shipments | Consolidations | Client Data

### Acme Products Inland Bill Of Lading Class Codes

New Inland Bill of Lading Class Code

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

1, 246262232352

New Inland Bill of Lading Class Code

ACME PRODUCTS Client Data

- Shipment ▶
- Entities
- Products ▶
- Logistics ▶
- Clauses
- Documents ▶
- Reports
- Users

Examine the list of class codes to ensure that you do not already have the class code you want.

4. Click the **New Inland Bill of Lading Class Code** link.
5. The Inland Bill of Lading Class Code screen displays:

Global Wizard

Denied Persons | Information Guide | Requirements Guide | Shipment Wizard | New | Logout

Shipments | Consolidations | Client Data

### Acme Products Inland Bill Of Lading Class Code

Inland Bill of Lading Class Codes

Save

Code

NMFC Code

Description

Save

ACME PRODUCTS Client Data

- Shipment ▶
- Entities
- Products ▶
- Logistics ▶
- Clauses
- Documents ▶
- Reports
- Users

6. You can enter the following information on this screen:

Information	Description
Code	The code for this class. When preparing the bill of lading for a shipment record, your user will see this code in a drop-down list of available class codes.
NMFC Code	The National Motor Freight Classification code for this inland bill of lading, if any.
Description	Free-text information describing this class code.

7. Click **Save**.

Global Wizard displays a message that indicates it has saved the class code.

## Viewing or Editing Class Codes

You can review your individual class codes or can edit the class code record.

When you edit your class codes, Global Wizard uses this new information when you create a new inland bill of lading for a shipment record. Global Wizard will not, however, apply the new information to existing shipment records in which you have already used the class codes.

To review or edit class codes:

1. Display the **Client Data** screen.
2. Click the **Inland Bill of Lading Class Codes** link.
3. The Inland Bill of Lading Class Codes screen displays. Click the link of the class code you want to examine or edit.
4. The **Inland Bill of Lading Class Code** screen displays. You can review the information or change the values of any of the information on this screen.
5. If you edit the record, click **Save** to save your changes.

After reviewing or editing the information on this screen, you can click the **Inland Bill of Lading Class Codes** link to return to the list of inland bill of lading class codes.

## Deleting a Class Code

You can delete a class code if you no longer want to use it.

If you delete a class code, you do not automatically remove that class code from any existing shipment records that currently use that class code.

To delete a class code:

1. Display the **Client Data** screen.
2. Click the **Inland Bill of Lading Class Codes** link.
3. The **Inland Bill of Lading Class Codes** screen displays. Click the link of the class code you want to delete.
4. The **Inland Bill of Lading Class Code** screen displays. Click the **Delete** checkbox to place a checkmark in it.
5. Click **Save** to save your changes.

Global Wizard deletes the class code.



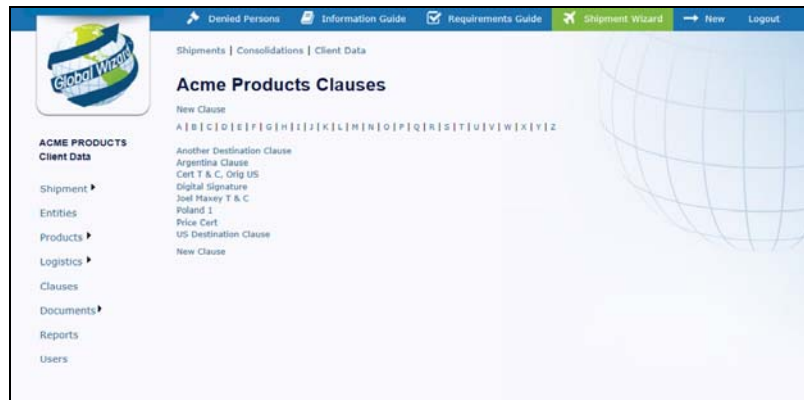
## Maintaining Clause Text

You can add clause text to your various shipping documents by assigning a clause to your shipment record. You can standardize this clause text by creating special clause records that contain the text. When you or your users create shipment records, you can assign the complete text by picking the clause record by name.

### Adding a Clause

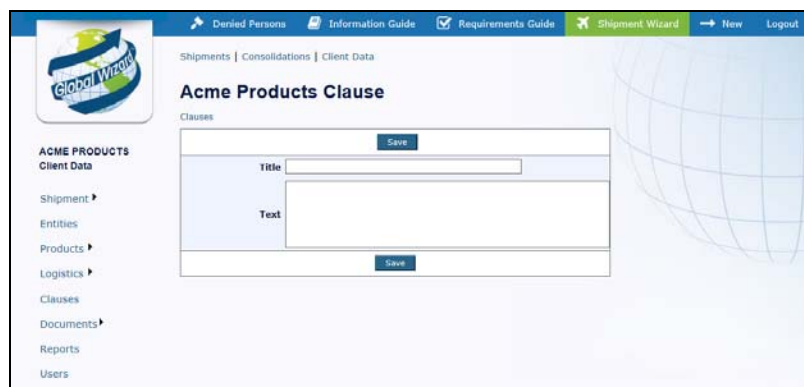
To add a new clause:

1. Display the **Client Data** screen.
2. Click the **Clauses** link.
3. The **Clauses** screen displays:



Examine the list of clauses to ensure that you do not already have a clause that contains the text you want.

4. Click the **New Clause** link.
5. The **Clause** screen displays:



6. You can enter the following information on this screen:

Information	Description
Title	The title of this clause.
Text	Up to 1000 characters of textual information for the clause.

7. Click **Save**.

Global Wizard displays a message that indicates it has saved the clause.

## Viewing or Editing Clauses

You can review your individual clauses or can edit the clauses to contain new text.

When you edit your clauses, Global Wizard uses this new information when you assign clauses to a shipment record. Global Wizard will not, however, apply the new information to existing shipment records in which you have already used the clauses; you can change those shipment records manually.

To review or edit clauses:

1. Display the **Client Data** screen.
2. Click the **Clauses** link.
3. The **Clauses** screen displays. Click the link of the clause you want to examine or edit.
4. The **Clause** screen displays. You can review the information or change the values of any of the information on this screen.
5. If you edit the record, click **Save** to save your changes.

After reviewing or editing the information on this screen, you can click the **Clauses** link to return to the list of clauses.

## Deleting a Clause

You can delete a clause if you no longer want to use it.

If you delete a clause, you do not automatically remove that clause from any existing shipment records that currently include that clause.

To delete a clause:

1. Display the **Client Data** screen.
2. Click the **Clauses** link.
3. The **Clauses** screen displays. Click the link of the clause you want to delete.

4. The **Clause** screen displays. Click the **Delete** checkbox to place a checkmark in it.
5. Click **Save** to save your changes.
6. An alert box warns you that you are about to delete this clause. Click **OK**.

Global Wizard deletes the clause.

## Setting Client Documents

### Choosing Global Wizard Shipping Documents

You can choose which Global Wizard shipping documents to make available to your users in the Shipment Wizard application. Your users, when they decide to produce documents, can only select from the list of documents you explicitly choose here.

To choose which documents to make available:

1. Display the **Client Data** screen.
2. Click the **Documents** link.
3. The **Documents** screen displays:

The screenshot shows the 'Acme Products Documents' screen in the Global Wizard application. The left sidebar contains a menu with 'Documents' highlighted. The main area displays a list of documents with checkboxes for selection. The 'Save' button is located at the top right of the document list.

Document Name	Selected
11	<input type="checkbox"/>
110-A	<input type="checkbox"/>
110-B	<input type="checkbox"/>
110-C	<input type="checkbox"/>
BANK DRAFT	<input checked="" type="checkbox"/>
BILL OF LADING	<input checked="" type="checkbox"/>
BLANKET NAFTA - ENGLISH	<input type="checkbox"/>
BLANKET NAFTA - FRENCH	<input type="checkbox"/>
BLANKET NAFTA - SPANISH	<input type="checkbox"/>
CA - C11 CANADIAN CUSTOMS INVOICE	<input checked="" type="checkbox"/>
CA - E15 CERTIFICATE OF DESTRUCTION	<input checked="" type="checkbox"/>
CA R13A - CANADIAN EXPORT DECLARATION	<input checked="" type="checkbox"/>
CANADA CUSTOMS INV CONSOL GROUPED	<input type="checkbox"/>
CANADA CUSTOMS INVOICE CONSOL	<input checked="" type="checkbox"/>
CARIBBEAN COMMON MARKET	<input checked="" type="checkbox"/>
CENTRAL AMERICAN FREE TRADE AGREEMENT	<input checked="" type="checkbox"/>
CERTIFICATE OF ORIGIN	<input checked="" type="checkbox"/>
CERTIFICATE OF ORIGIN - NO TEXT	<input type="checkbox"/>
Certificate of Origin Request	<input type="checkbox"/>
CERTIFICATE OF ORIGIN W/ CONTINUATION	<input type="checkbox"/>
CONSOLIDATED PACKING LIST BB	<input type="checkbox"/>
CONSOLIDATED PACKING LIST BB NO VALUE P	<input type="checkbox"/>
CONSOLIDATED PACKING LIST CONTAINER	<input type="checkbox"/>
CONSOLIDATED PL BB L NO VALUE	<input type="checkbox"/>
CONSOLIDATED PL BB P NO VALUE	<input type="checkbox"/>
CONSOLIDATED PL CONT L NO VALUE	<input type="checkbox"/>
CONSOLIDATED PL CONT P NO VALUE	<input type="checkbox"/>
CONSOLIDATED PROFORMA INVOICE	<input checked="" type="checkbox"/>
CONSOLIDATED SHIPPER'S EXPORT DEC	<input checked="" type="checkbox"/>
CONSOLIDATED SLI	<input checked="" type="checkbox"/>
CONSOLIDATED SPANISH CI L	<input type="checkbox"/>
CONSOLIDATED SPANISH CI P	<input type="checkbox"/>
DAANGEROUS GOODS - AIR	<input checked="" type="checkbox"/>
DAANGEROUS GOODS - OCEAN CONSOL	<input type="checkbox"/>
DAANGEROUS GOODS - OCEAN	<input checked="" type="checkbox"/>
DELIVERY ORDER	<input checked="" type="checkbox"/>
DOCK RECEIPT	<input checked="" type="checkbox"/>
FAA CERTIFICATE	<input type="checkbox"/>
INLAND BILL OF LADING	<input checked="" type="checkbox"/>
INVOICE L	<input type="checkbox"/>

Click and place checkmarks in the checkboxes of the documents you want to be able to generate. This list of documents includes standard shipping forms as well as any custom documents you have arranged to make available.

4. Click **Save** to save your changes.

Global Wizard displays a message that indicates it has saved the screen. You can now generate these documents using Global Wizard for open shipment records if you have entered the proper data for these documents.

## Storing Client Documents in Global Wizard

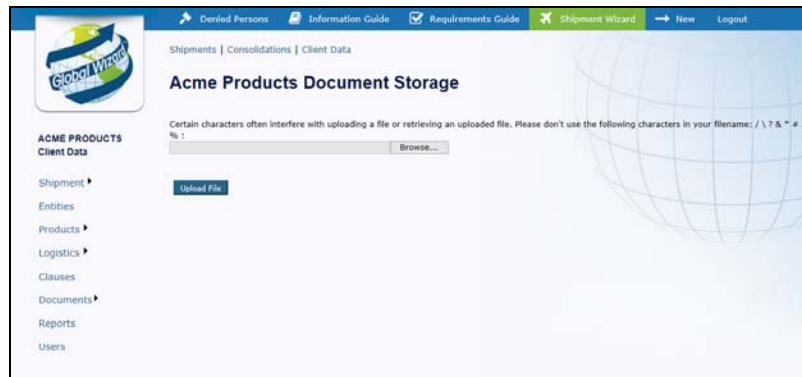
Your organization might include special documents with every shipment that are not part of the standard set Global Wizard produces, , such as terms and conditions. You can upload those documents to include them in the Global Wizard system to bundle with your generated document sets. Global Wizard cannot include data from shipment records or your client data in these special client documents, however.

When you upload these documents at the document level, they will be available in the shipment record.

Note that you can also associate client documents with individual product or entity records to automatically make those documents available in shipment records in which those products or entities appear. For more information, see “Adding a Client Document to a Product Record” and “Using Client Document Storage With Entities.”

To store a client document:

1. Display the **Client Data** screen.
2. Click the **Client Document Storage** link.
3. The **Client Document Storage** screen displays:



Click **Browse** to display a file chooser window.

4. Navigate to and select a file to upload.
5. Click **Upload File**.

Global Wizard uploads the file. This document will be available to any shipment record you create in the Shipment Wizard application; you can then bundle it with other documents you generate.

## Running Reports

Global Wizard offers two types of reports:

- Reports, which offer a detailed mechanism to run reports on system usage. You can export reports into comma-separated values (CSV) files to use with other data consuming systems.
- Summaries, which are thumbnail totals of various metrics involving Global Wizard usage.

### Running Global Wizard Reports

If you have any reports available, you can run them through the Client Data module.

To run a report:

1. Display the **Client Data** screen.
2. Click the **Reports** link.
3. The **Reporting** screen displays:



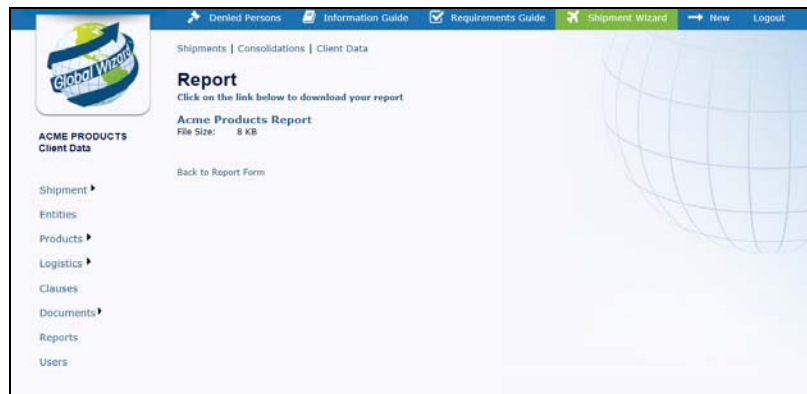
Click the report you want to run.

4. The report-specific screen displays and looks something like this:



Some reports include a set of fields to limit the information in the report, such as only reporting on activity between start and end dates. Enter information appropriate to limit the report to the information you want to see.

5. Click **Create Report**.
6. Global Wizard creates the report and displays a summary page for it:



Click the report's title to download the comma-separated value (CSV) report file.

---

**NOTE:** If Global Wizard does not find any results that match your criteria, it displays a message instead of the summary report.

---

7. Your browser will prompt you for a download path and file name. Download the file.

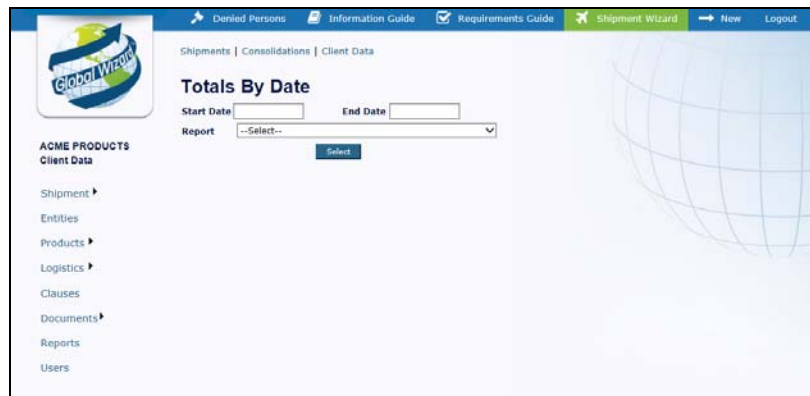
Once you have downloaded the report, you can open it in any spreadsheet or other application that can display comma-separated files.

## Viewing Global Wizard Summaries

Unlike Global Wizard reports, summaries simply display a thumbnail total of Global Wizard usage.

To review these summaries:

1. Display the **Client Data** screen.
2. Click the **Summaries** link.
3. A list of summary types displays. Click the **Totals by Date** link.
4. The **Totals by Date** screen displays:



In the **Start Date** edit box, type the first day you want to include in the summary.

5. In the **End Date** edit box, type the last day you want to include in the summary.
6. From the **Report** drop-down list, select the type of summary you want to review. You can choose:
  - ✓ **Total Shipments**, which displays very simply the number of shipments created.
  - ✓ **Total Shipments by Consignee (Closed Shipments)**, which displays the number of closed shipments by consignee, including the import country for each, and a total.
  - ✓ **Total Shipments by Import Country**, which displays the number of shipments by import country and a total.
  - ✓ **Total Shipments by Inco Term (Closed Shipments)**, which displays the number of shipments by inco term and a total.
  - ✓ **Total Shipments by Carrier (Closed Shipments)**, which displays the number of shipments by carrier and a total.



- ✓ **Total Shipments Created by User**, which displays the number of shipments that have been closed each user has created.
- ✓ **Total Shipments Emailed by User**, which displays the number of shipments each user has emailed and a total. Note that only a shipment here only counts for the last person who emailed documents for that shipment.
- ✓ **Value Summary (All Shipments)**, which displays the total value of all shipments for the selected period.
- ✓ **Value Summary (Closed Shipments)**, which displays the total value of all closed shipments for the selected period.
- ✓ **Value Summary (Closed Shipments) by Import Country**, which displays the total value of closed shipments broken down by the import (destination) country.

7. Click **Select**.

Global Wizard displays the selected summary information. Global Wizard retains the dates in the **Start Date** and **End Date** edit boxes to make it easy for you to review another summary from that same period.

## Managing User Accounts

If you have proper access rights to Global Wizard, you can manage the user rights that control what people with your company can access Global Wizard and what screens and applications they can access. This enables you to completely and distinctly control the flow of information.

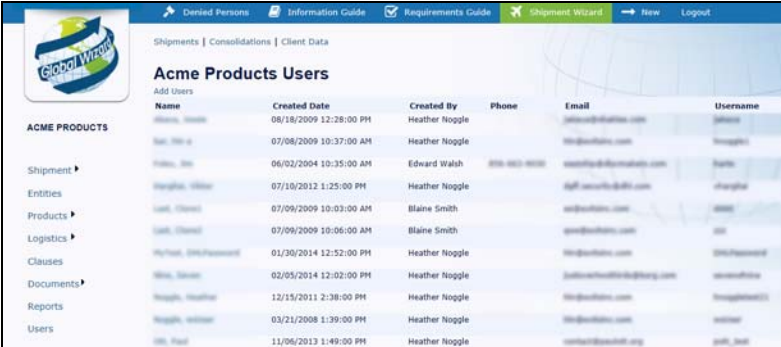
To manage user accounts, you can create a new user account, edit the user's access rights, edit the user profile, or delete a user account.

### Creating a User Account

You can create a user account when you want to enable an employee at your company to access Global Wizard.

To create a new user account:

1. Display the **Client Data** screen.
2. Click the **Users** link.
3. The **Users** screen displays:



Name	Created Date	Created By	Phone	Email	Username
Heather Noggle	08/18/2009 12:28:00 PM	Heather Noggle		heather@acme.com	heather
Bob Smith	07/08/2009 10:37:00 AM	Heather Noggle		bob@acme.com	bobsmith
John Doe	06/02/2004 10:35:00 AM	Edward Walsh	800-555-1234	john.doe@acme.com	john
Heather Noggle	07/10/2012 1:25:00 PM	Heather Noggle		heather@acme.com	heather
Blaine Smith	07/09/2009 10:03:00 AM	Blaine Smith		blaine@acme.com	blaine
Blaine Smith	07/09/2009 10:06:00 AM	Blaine Smith		blaine@acme.com	blaine
Heather Noggle	01/30/2014 12:52:00 PM	Heather Noggle		heather@acme.com	heather
Heather Noggle	02/05/2014 12:02:00 PM	Heather Noggle		heather@acme.com	heather
Heather Noggle	12/15/2011 2:38:00 PM	Heather Noggle		heather@acme.com	heather
Heather Noggle	03/21/2008 1:39:00 PM	Heather Noggle		heather@acme.com	heather
Heather Noggle	11/06/2013 1:49:00 PM	Heather Noggle		heather@acme.com	heather

Examine the list of users to ensure that you do not already have a user account for this user.

4. Click the **Add Users** link.

5. The **User** screen displays:

You can enter the following information on this screen:

Information	Description
First Name	The first name or personal name of this user. Required.
Middle Initial	The middle initial of this user, if any. Optional.
Last Name	The last name or family name of this user. Required.
Title	The title of this user, if any.
Phone Number	The phone number at which you can reach this user, if any.
Fax Number	The number of this user's facsimile machine, if any.
Email	An email address at which you can contact this user, if any.
Suppress These Details...	Whether Global Wizard should not include the user contact details on government documents.
Username	The name this user types to log into Global Wizard.
Password	The password this user types to log into Global Wizard.
Password Again	Retype the password to ensure you have typed it correctly.

6. If you want to copy user access rights for the new user from an existing user, select the user account whose access rights you want to match from the **Copy Access From** drop-down list.

7. Click **Save**.

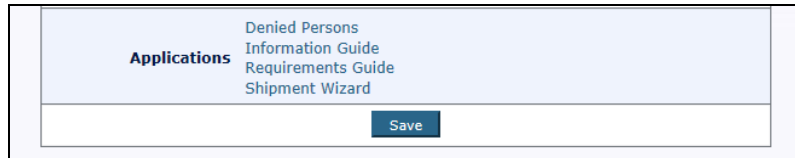
Global Wizard displays a message that indicates it has saved the user. Once you have created the user account, you can immediately set the user's access rights.

## Setting User Access Rights

Once you have created a user account, you can manage that user account's access rights to determine what applications and what screens within those applications the user can access.

To set the access rights for a user account:

1. Display the **Client Data** screen.
2. Click the **Users** link.
3. The **Users** screen displays. Click the link of the user whose account access rights you want to set.
4. The **User** screen displays. Scroll to the bottom to see a list of applications:



Applications
Denied Persons
Information Guide
Requirements Guide
Shipment Wizard

Save

Click the application for which you want to set this user's access rights. A screen displays that contains a list of rights you can set. These screens are described below.

If you selected to copy a user's access rights from another user, Global Wizard will have already set access rights for you at user creation.

## Setting Denied Persons Access

If you click the Denied Persons application, the **Access to Denied Persons** screen displays:

The screenshot shows the 'ACCESS TO DENIED PERSONS FOR ACME PRODUCTS' screen for user Paul Gordon. The interface includes a sidebar with navigation links (Shipments, Consolidations, Client Data, etc.), a main content area with a 'SCREENS' table, and a 'Site Actions' section. The 'SCREENS' table lists components like 'DENIED PERSONS MODULE', 'Information', 'System Changes', and 'Client Tools', each with checkboxes for 'View' and 'Edit' access. The 'Site Actions' section includes a 'Client Email Set-up' action with a 'Perform' checkbox. A 'Save' button is located at the bottom of the main content area.

You can set access to the complete module by clicking either **View** or **Edit** beside the appropriate module name, or you can set View or Edit access on separate components of each module:

Component	Provides Access To
Client Tools	The client tools for the Denied Persons application, including the Event Control Log, adding denied persons for your company, and viewing search reports.
Information	Alerts and the set of links to external information about denied persons.
System Changes	Denied Persons application updates and entities removed from denied persons.
Client Email Set-Up	User can add or remove email notification for denied person searches.

When you have set the access rights you want, click **Save**. Global Wizard saves these changes and displays the user account profile.

## Setting Information Guide Access

If you click the Information Guide application, the **Access to Information Guide** screen displays:

The screenshot shows the 'ACCESS TO INFORMATION GUIDE FOR ACME PRODUCTS' screen for user Paul Gordon. The interface includes a sidebar with navigation links (Shipments, Consolidations, Client Data, etc.), a main header with the application name, and a 'SCREENS' section with a table of access rights.

Component	Provides Access To
Information Guide	The set of external links provided in the information guide.

You can set access to the complete module by clicking **View** beside the appropriate module name, or you can set View access on separate components of each module:

Component	Provides Access To
Information Guide	The set of external links provided in the information guide.

When you have set the access rights you want, click **Save**. Global Wizard saves these changes and displays the user account profile.

## Setting Requirements Guide Access

If you click the Documentation Requirements application, the **Access to Requirements Guide** screen displays:

The screenshot shows the 'ACCESS TO REQUIREMENTS GUIDE FOR ACME PRODUCTS' screen for user Paul Gordon. The interface includes a sidebar with navigation links like 'ACME PRODUCTS Client Data', 'Shipment', 'Entities', 'Products', 'Logistics', 'Clauses', 'Documents', 'Reports', 'Set Up', and 'Users'. The main content area has a header with 'Shipments | Consolidations | Client Data' and a 'Paul Gordon Profile' section with a 'Save' button. Below this is a 'SCREENS' section with a table for setting access rights.

SCREENS	
REQUIREMENTS GUIDE MODULE	<input type="checkbox"/> View <input type="checkbox"/> Edit
Documents Required	<input type="checkbox"/> View <input type="checkbox"/> Edit

At the bottom of the table, there is a 'Save' button.

You can set access to the complete module by clicking either **View** or **Edit** beside the appropriate module name, or you can set View or Edit access on separate components of each module:

Component	Provides Access To
Documents Required	The Requirements Guide application.

When you have set the access rights you want, click **Save**. Global Wizard saves these changes and displays the user account profile.

## Setting Shipment Wizard Access

If you click Shipment Wizard, the **Access to Shipment Wizard** screen displays:

The screenshot shows the 'ACCESS TO SHIPMENT WIZARD FOR ACME PRODUCTS' screen. The user is Paul Gordon. The screen displays a sidebar with navigation links and a main content area. The main content area has a header with 'Shipments | Consolidations | Client Data' and a title 'ACCESS TO SHIPMENT WIZARD FOR ACME PRODUCTS' with 'User: Paul Gordon'. Below this is a 'Paul Gordon Profile' section with a 'Save' button. The 'SCREENS' section contains two tables: 'SHIPMENTS MODULE' and 'CONSOLIDATIONS MODULE'. Each table has columns for the module name, 'View', and 'Edit' access, with checkboxes for each.

SHIPMENTS MODULE	View	Edit
Products	<input type="checkbox"/>	<input type="checkbox"/>
Shipment	<input type="checkbox"/>	<input type="checkbox"/>
Clauses	<input type="checkbox"/>	<input type="checkbox"/>
Documents	<input type="checkbox"/>	<input type="checkbox"/>
Entities	<input type="checkbox"/>	<input type="checkbox"/>
Financial	<input type="checkbox"/>	<input type="checkbox"/>
Packing	<input type="checkbox"/>	<input type="checkbox"/>
Logistics	<input type="checkbox"/>	<input type="checkbox"/>
CONSOLIDATIONS MODULE	View	Edit
Documents	<input type="checkbox"/>	<input type="checkbox"/>
Consolidation	<input type="checkbox"/>	<input type="checkbox"/>

You can set access to a complete module by clicking either **View** or **Edit** beside the appropriate module name, or you can set View or Edit access on separate components of each module:

Module	Component	Provides Access To
Shipments	Shipment	<b>Shipment Details</b> screen.
	Entities	The <b>Exporter, Ultimate Consignee, Bill To, Freight Forwarder, Other Entities</b> , and any other entity-related screens.
	Products	The <b>Products</b> screen.
	Packing	The <b>Containers, Package Types, and Marks and Instructions</b> screens.
	Logistics	The <b>Inland Bill of Lading, Customs</b> , and other logistics screens.
	Clauses	The <b>Clauses</b> screens.
	Financial	The <b>Insurance, Charges, Bank Drafts</b> , and any other financial screens.
	Documents	The <b>View Documents, Email Documents</b> , and any other documents screens.
Consolidations	Consolidations	The consolidations-related screens.
	Documents	The <b>View Documents, Email Documents</b> , and any other documents screens.



Module	Component	Provides Access To
Client Data	Shipment	Shipment-related administrative functions, such as currency conversion and automatic invoice numbering.
	Entities	Entity-related administrative functions that let you review or edit the standard set of entities with whom your company does business.
	Products	Product-related administrative functions that let you review or edit the standard products your company ships.
	Logistics	Logistics-related administrative functions, such as the inland bill of lading class codes.
	Clauses	Clause-related administrative functions.
	Documents	Documents-related administrative functions, such as defining which documents your company has available in Global Wizard.
	Reports	The ability to run reports.
	Users	User-related administrative functions, such as creating user accounts or setting access rights.

You can also set whether a user can perform these functions to shipment records:

Action	Means
Mass Shipment Close	Can close multiple shipments at once on the <b>Shipments</b> landing page.
New Shipment	Can create a new shipment record,
Close Shipment	Can mark a shipment record closed and remove it from the list of open shipments.
Open Shipment	Can reopen a closed shipment.
Duplicate Shipment	Can copy an existing shipment record, which means creating a new shipment record with the same values as an existing record.
Delete Shipment	Can delete a shipment record.
Requirements	Can view the document requirements for a shipment.
Group Documents	Can group documents.
Cancel Shipment	Can mark a shipment as canceled.
Denied Persons Searches	Can perform denied persons searches within Shipment Wizard.
Email Info	Can send documents generated with Global Wizard.
Logging	Can view logged information.
Document Storage	Can store documents with a shipment.
Mass Close Consolidations	Can close multiple consolidations.
Consolidate Shipments	Can consolidate shipments.

Action	Means
Consol. Email Info	Can send emails with consolidation documents.
Client Doc Storage	Can upload stored documents at the client level so that the document will appear with new shipment records.
Product Doc Storage	Can upload stored documents to the product master record.
Entity Doc Storage	Can upload stored documents to the entity master record.
Blanket NAFTA	Can create blanket NAFTA documents using Global Wizard.
Schedule B Management	Can update changed Schedule B numbers using the <b>Schedule B Management</b> screen.

When you have set the access rights you want, click **Save**. Global Wizard saves these changes and displays the user account profile.

## Editing a User Account Profile

You can edit user account profile information, such as name, phone number, and title.

To edit the information in a user's profile:

1. Display the **Client Data** screen.
2. Click the **Users** link.
3. The **Users** screen displays. Click the link of the user whose profile you want to edit.
4. The **User** screen displays. Change the values you want.
5. Click **Save** to save your changes.

After reviewing or editing the information on this screen, you can click the **Users** link to return to the list of users.

## Deleting a User Account

To delete a user account:

1. Display the **Client Data** screen.
2. Click the **Users** link.
3. The **Users** screen displays. Click the link of the user account you want to delete.
4. The **User** screen displays. Click the **Delete** checkbox to place a checkmark in it.

5. Click **Save** to save your changes.
6. An alert box warns you that you are about to delete this user. Click **OK**.

Global Wizard deletes the user account.



