

Version

8.5

PENTAGON 2000 SOFTWARE

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## Import/Export License Management Module

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<b>TITLE:</b>	Import/Export License Management Module		
<b>PART:</b>	Material Management		
<b>MODULE:</b>	Import/Export License Management Module	<b>BUILD</b>	8.5.54.113.9
<b>RESPONSIBILITY:</b>	Procedures Specialist, Pentagon 2000	<b>REVISION:</b>	00
<b>APPROVED BY:</b>	Vice President, Operations, Pentagon 2000	<b>EFFECTIVE DATE:</b>	06/27/2013

## Purpose

The Pentagon 2000 Import/Export License Management Module enables management of import and export licenses required for shipping and receiving commodities.

- Identifies import and export license details including dates, commodity type, specific part numbers, customers and vendors.
- Tracks all modifications to the import and export licenses.
- Links all documents that affect the allowances set forth by the import and export licenses.

## Overview

This procedure outlines the steps for setup of parts and import/export licenses as well as how to link each type of applicable document.

## Required Modules/Features

- Pentagon 2000 Core
- Import/Export License Management Module

## Table of Contents

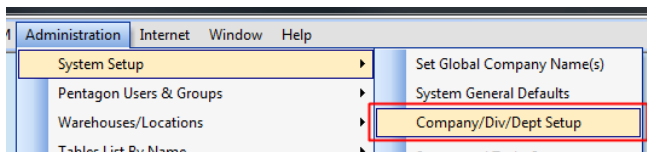
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## Procedure

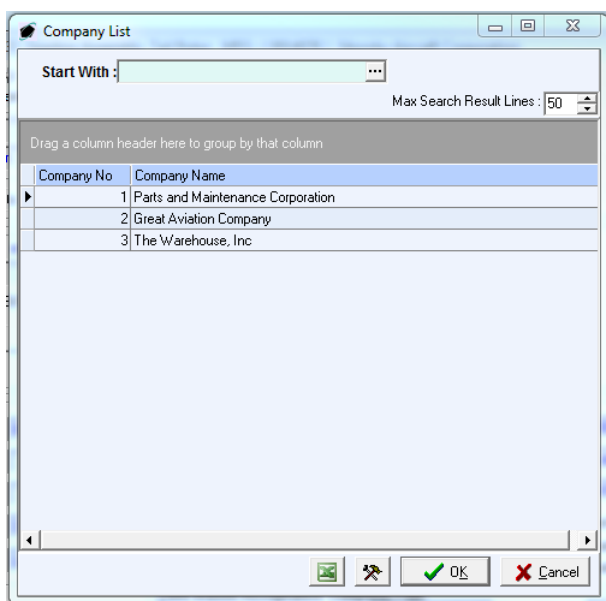
### 1. Company Setup

Identify the country in which your company is operating.

- a. Left-click **Administration** from the **Main Menu** toolbar, select **System Setup**, then left-click **Company/Div/Dept Setup**.



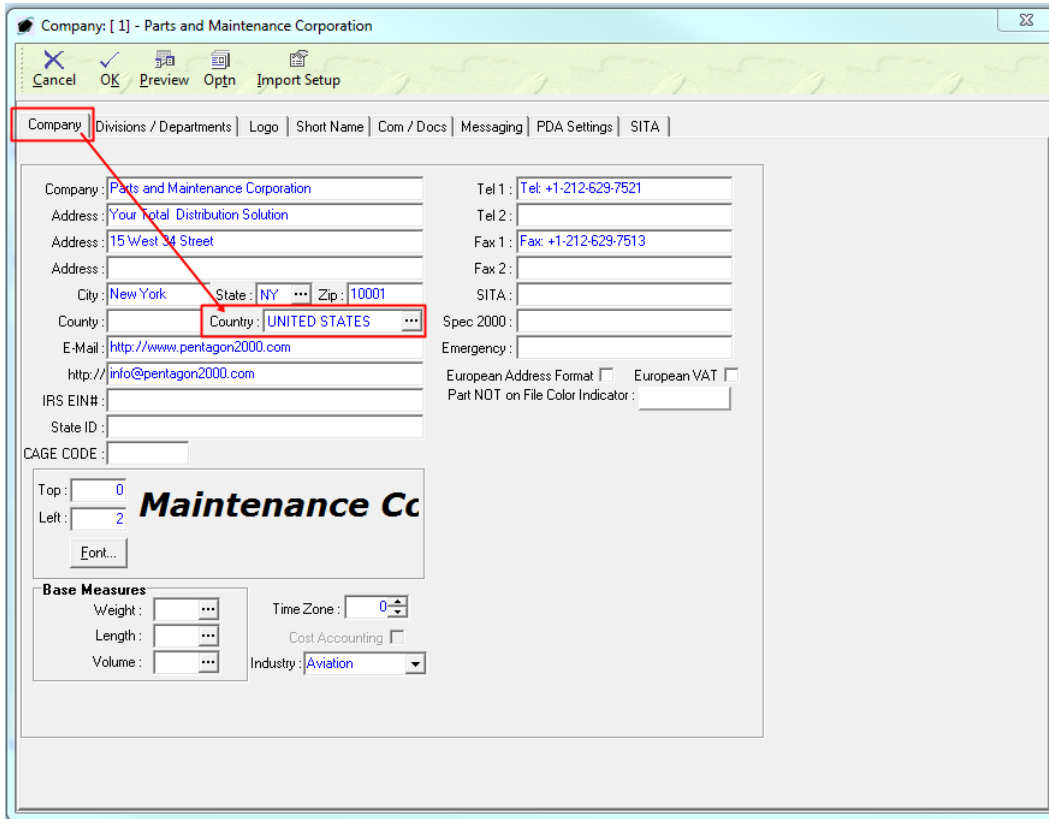
- b. The **Company List** search window will appear.



- c. Select the appropriate company (left-click the line within the search window and left-click OK; or double-click the line within the search window).

*CONTINUE TO NEXT PAGE*

- d. The **Company** window will appear.



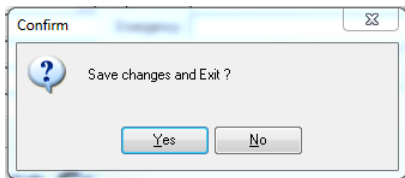
Company: [ 1 ] - Parts and Maintenance Corporation

Cancel OK Preview Optn Import Setup

Company Divisions / Departments Logo Short Name Com / Docs Messaging PDA Settings SITA

Company: Parts and Maintenance Corporation  
 Address: Your Total Distribution Solution  
 Address: 15 West 34 Street  
 City: New York State: NY Zip: 10001  
 Country: UNITED STATES  
 E-Mail: http://www.pentagon2000.com  
 http://info@pentagon2000.com  
 IRS EIN#:   
 State ID:   
 CAGE CODE:   
 Top: 0  
 Left: 2  
 Font...  
 Base Measures  
 Weight:   
 Length:   
 Volume:   
 Time Zone: 0  
 Cost Accounting ☐  
 Industry: Aviation  
 Tel 1: Tel: +1-212-629-7521  
 Tel 2:   
 Fax 1: Fax: +1-212-629-7513  
 Fax 2:   
 SITA:   
 Spec 2000:   
 Emergency:   
 European Address Format ☐ European VAT ☐  
 Part NOT on File Color Indicator:   
**Maintenance Co**

- e. On the **Company** tab, identify the country in which your company is operating.
- f. Left-click the **OK** button on the **Company** window toolbar to close the window.
- g. A **Confirm** dialog box will appear.



Confirm

? Save changes and Exit ?

Yes No

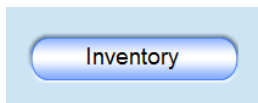
- h. Left-click the **Yes** button.

END OF SECTION

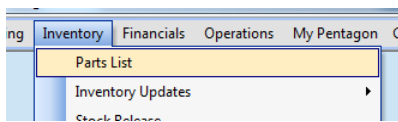
## 2. Parts Master File Setup

Identify the classification of particular part numbers and identify those part numbers that require an import and/or export license.

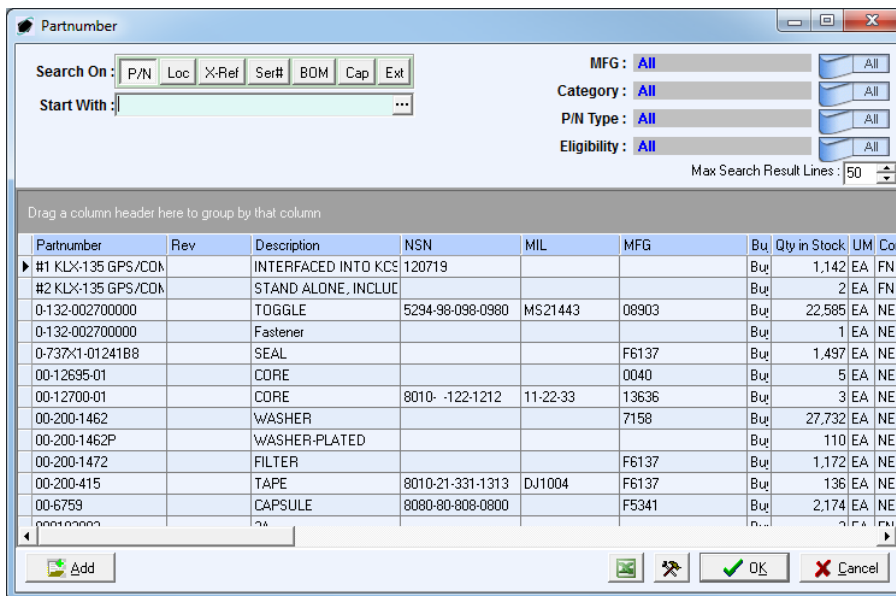
- From the **Main Menu** screen, left-click the **Inventory** button.



**NOTE:** The user may also left-click **Inventory** from the **Main Menu** toolbar, then left-click **Parts List**.



- The **Partnumber** search window will appear.



**Partnumber**

Search On:

Start With:

MFG:

Category:

P/N Type:

Eligibility:

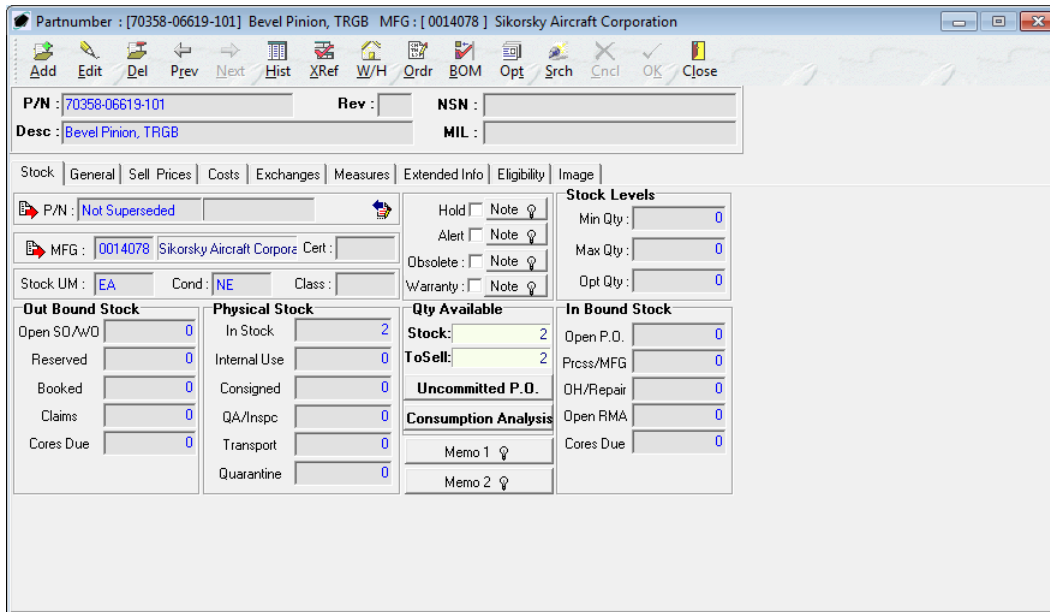
Max Search Result Lines:

Drag a column header here to group by that column

Partnumber	Rev	Description	NSN	MIL	MFG	Bu	Qty in Stock	UM	Co
#1 KLX-135 GPS/COM		INTERFACED INTO KCS	120719			Bu	1,142	EA	FN
#2 KLX-135 GPS/COM		STAND ALONE, INCLUC				Bu	2	EA	FN
0-132-002700000		TOGGLE	5294-98-098-0980	MS21443	08903	Bu	22,585	EA	NE
0-132-002700000		Fastener				Bu	1	EA	NE
0-737X1-0124188		SEAL			F6137	Bu	1,497	EA	NE
00-12695-01		CORE			0040	Bu	5	EA	NE
00-12700-01		CORE	8010-122-1212	11-22-33	13636	Bu	3	EA	NE
00-200-1462		WASHER			7158	Bu	27,732	EA	NE
00-200-1462P		WASHER-PLATED				Bu	110	EA	NE
00-200-1472		FILTER			F6137	Bu	1,172	EA	NE
00-200-415		TAPE	8010-21-331-1313	DJ1004	F6137	Bu	136	EA	NE
00-6759		CAPSULE	8080-80-808-0800		F5341	Bu	2,174	EA	NE

- Select the appropriate part number (left-click the line within the search window and left-click OK; or double-click the line within the search window).

- d. The **Partnumber** window will appear.

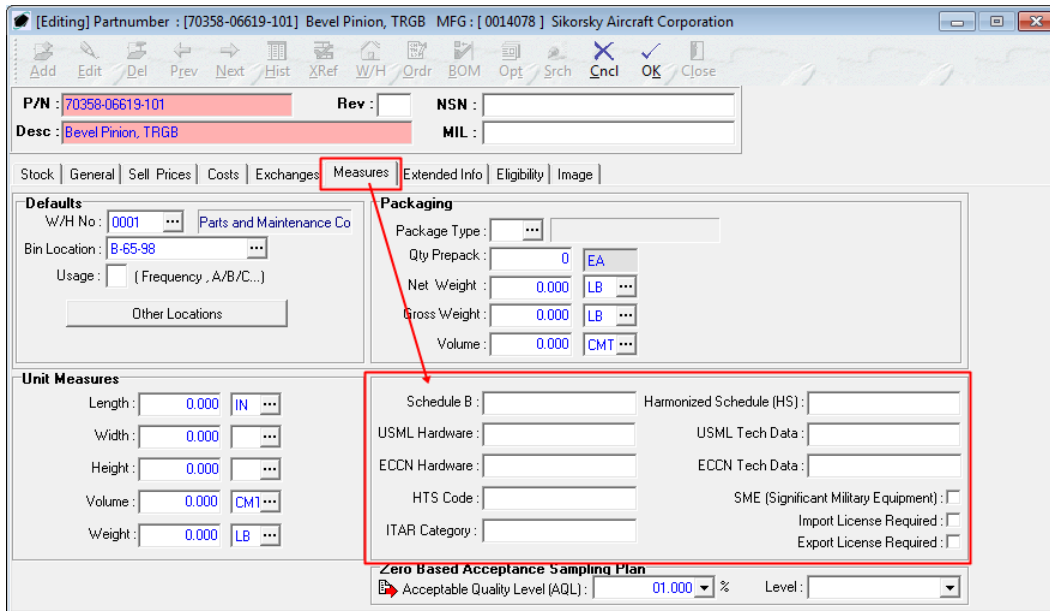


Partnumber : [70358-06619-101] Bevel Pinion, TRGB MFG : [0014078] Sikorsky Aircraft Corporation

P/N : 70358-06619-101 Rev : NSN :  
Desc : Bevel Pinion, TRGB MIL :  
Stock UM : EA Cond : NE Class :  
Out Bound Stock: Open SO/WO 0, Reserved 0, Booked 0, Claims 0, Cores Due 0  
Physical Stock: In Stock 2, Internal Use 0, Consigned 0, QA/Inspc 0, Transport 0, Quarantine 0  
Qty Available: Stock 2, To Sell 2, Uncommitted P.O., Consumption Analysis  
In Bound Stock: Open P.O. 0, Proc/MFG 0, OH/Repair 0, Open RMA 0, Cores Due 0

- e. Left-click the **Edit** button in the **Partnumber** window toolbar.

- f. Left-click the **Measures** tab.



[Editing] Partnumber : [70358-06619-101] Bevel Pinion, TRGB MFG : [0014078] Sikorsky Aircraft Corporation

P/N : 70358-06619-101 Rev : NSN :  
Desc : Bevel Pinion, TRGB MIL :  
Stock UM : EA Cond : NE Class :  
Out Bound Stock: Open SO/WO 0, Reserved 0, Booked 0, Claims 0, Cores Due 0  
Physical Stock: In Stock 2, Internal Use 0, Consigned 0, QA/Inspc 0, Transport 0, Quarantine 0  
Qty Available: Stock 2, To Sell 2, Uncommitted P.O., Consumption Analysis  
In Bound Stock: Open P.O. 0, Proc/MFG 0, OH/Repair 0, Open RMA 0, Cores Due 0

Measures

Defaults: W/H No : 0001, Bin Location : B-65-98, Usage : [Frequency, A/B/C...]  
Packaging: Package Type : , Qty Prepack : 0 EA, Net Weight : 0.000 LB, Gross Weight : 0.000 LB, Volume : 0.000 CMT  
Unit Measures: Length : 0.000 IN, Width : 0.000 , Height : 0.000 , Volume : 0.000 CMT, Weight : 0.000 LB  
Schedule B : , Harmonized Schedule (HS) :  
USML Hardware : , USML Tech Data :  
ECCN Hardware : , ECCN Tech Data :  
HTS Code : , SME (Significant Military Equipment) :  
ITAR Category : , Import License Required :  
Export License Required :  
Zero Based Acceptance Sampling Plan: Acceptable Quality Level (AQL) : 01.000 % Level :

- Schedule B** field – Identify the 10-digit Schedule B classification number for the part number.
- Harmonized Schedule (HS)** field – Identify the 6-digit commodity classification code for the part number

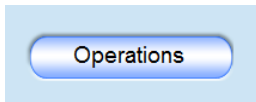
- iii. **USML Hardware** field – Identify the United States Munitions List category for the physical part identified by the part number.
- iv. **USML Tech Data** field – Identify the United States Munitions List category for the tech data related to the part number.
- v. **ECCN Hardware** field – Identify the Export Control Classification Number for the physical part identified by the part number.
- vi. **ECCN Tech Data** field – Identify the Export Control Classification Number for the tech data related to the part number.
- vii. **HTS Code** field – Identify the Harmonized Tariff Schedule heading for the part number.
- viii. **ITAR Category** field – Identify the International Traffic in Arms Regulations category for the part number.
- ix. **SME (Significant Military Equipment)** flag – Mark this flag as checked if the part number is a “defense article for which special export controls are warranted because of their capacity for substantial military utility or capability.”
- x. **Import License Required** flag – Mark this flag as checked if a license is required to import the part number.
- xi. **Export License Required** flag – Mark this flag as checked if a license is required to export the part number.

*END OF SECTION*

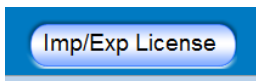


### 3. Create an Import License

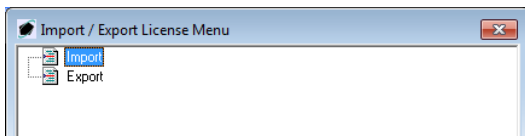
- a. From the **Main Menu** screen, left-click the **Operations** button.



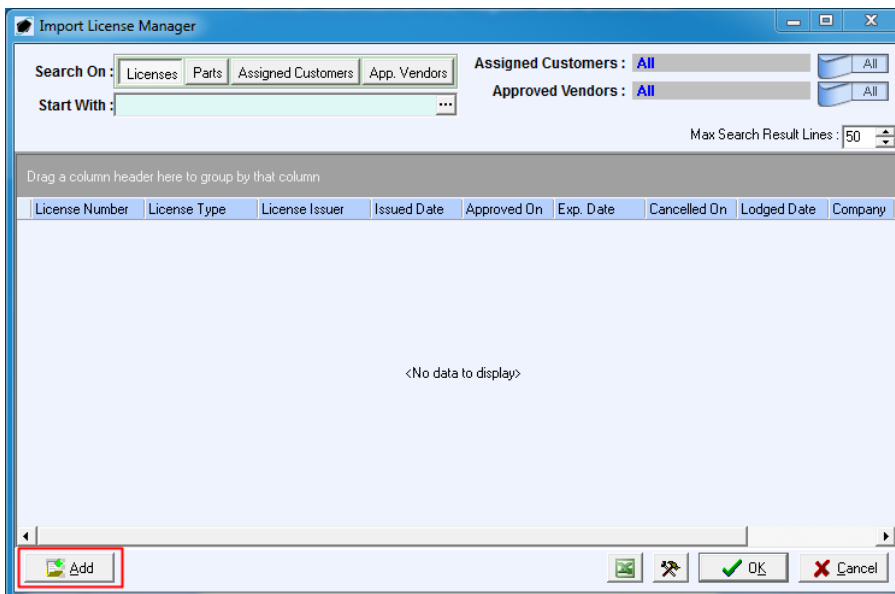
- b. The **Operations** window will appear; left-click the **Imp/Exp License** button.



- c. The **Import/Export License Menu** window will appear. Double-click **Import**.

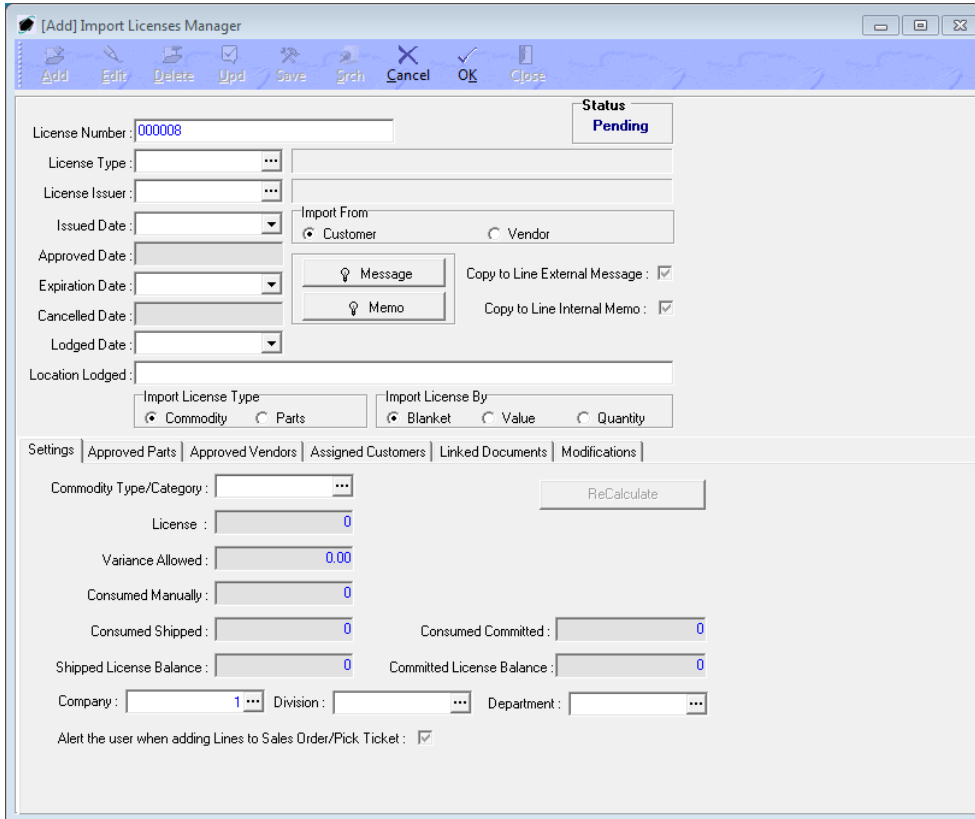


- d. The **Import License Manager** search window will appear. Left-click the **Add** button.



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e. The **Import Licenses Manager** window will appear.



f. **Header**

- i. **License Number** field – identify the license number. The system will assign a license number automatically based upon the license number counter, but this number may be overwritten.
- ii. **License Type** field – Identify the type of license from the **License Type List** table.
- iii. **License Issuer** field – Identify the agency that issued the license from the **License Issuer List** table.
- iv. **Issued Date** field – Identify the date on which the license was issued.
- v. **Import From** group box
  1. **Customer** – Select this option if importing from a customer (i.e. importing components to be repaired or importing repair parts to repair a customer's component).
  2. **Vendor** – Select this option if importing from a vendor.
- vi. **Approved Date** field – Identify the date on which the license was approved by your organization.

**NOTE:** This field will be populated automatically on the date the license is approved.

- vii. **Expiration Date** field – Identify the date on which the license will expire.
- viii. **Cancelled Date** field – Identify the date on which the license was cancelled (when applicable).

**NOTE:** This field will be populated automatically on the date the license is cancelled.

- ix. **Lodged Date** field – Identify the date on which the import license was lodged.
- x. **Location Lodged** field – Identify the location at which the license was lodged.
- xi. **Message** field – Enter any notes or comments related to the import license.

**NOTE:** Messages contain information that may be shared with vendors and may be printed on vendor documents.

- xii. **Copy to Line External Message** flag – Mark this flag as checked to copy the import license message to the purchase order line message when applicable parts are ordered.
- xiii. **Memo** field – Enter any notes or comments related to the import license.

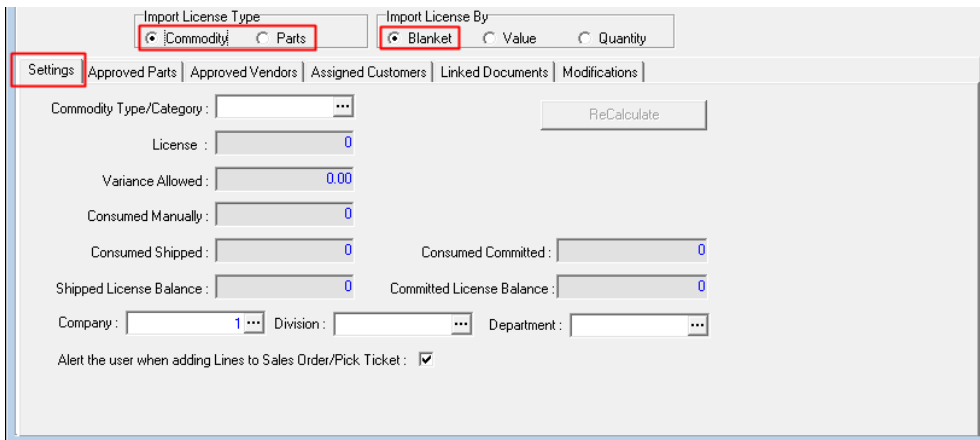
**NOTE:** Memos contain information that is not shared with vendors. Generally, this information is not printed on vendor documents.

- xiv. **Copy to Line Internal Memo** flag – Mark this flag as checked to copy the import license memo to the purchase order line memo when applicable parts are ordered.
- xv. **Import License Type** group box
  - 1. **Commodity** – Select this option if the license covers all parts identified by a particular category within the system.
  - 2. **Parts** – Select this option if:
    - a. the license covers only a portion of the parts identified by a particular category within the system, OR
    - b. the license identifies the quantity allowed for import by part number.

- xvi. **Import License By** group box
  - 1. **Blanket** – Select this option if the license has no restrictions on the value or quantity of goods imported.
  - 2. **Value** – Select this option if the license has a restriction on the value of goods imported.
  - 3. **Quantity** – Select this option if the license has a restriction on the quantity of goods imported.

g. **Settings** tab

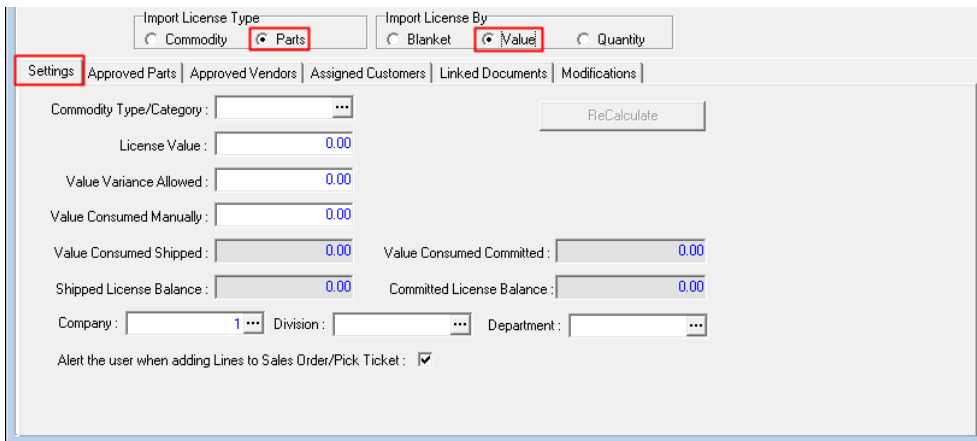
i. Blanket license (for Commodity or Parts license type)



1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License** field – Ignore
3. **Variance Allowed** field – Ignore
4. **Consumed Manually** field – Ignore
5. **Consumed Shipped** field – Ignore
6. **Consumed Committed** field – Ignore
7. **Shipped License Balance** field – Ignore
8. **Committed License Balance** field – Ignore
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.

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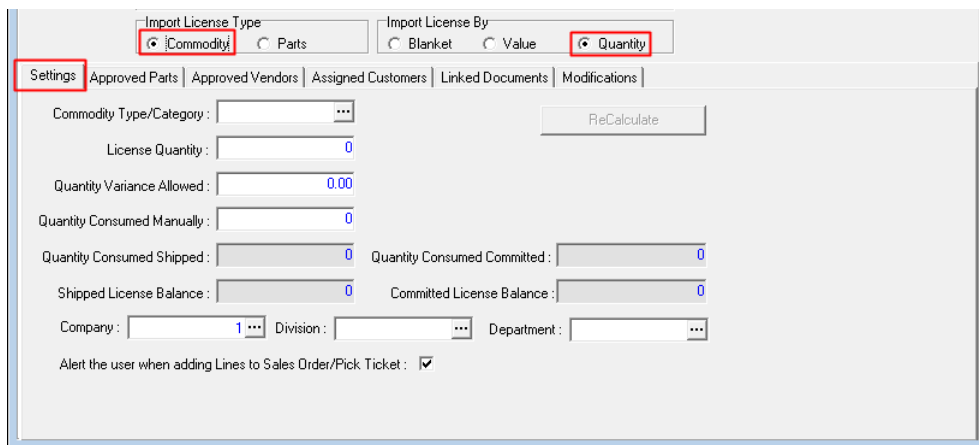
ii. Import License with restrictions on Value (for Parts license type)



The screenshot shows the 'Import License Management Module' interface. At the top, there are two tabs: 'Import License Type' and 'Import License By'. Under 'Import License Type', 'Commodity' is selected, and 'Parts' is highlighted with a red box. Under 'Import License By', 'Blanket' is selected, and 'Value' is highlighted with a red box. Below these tabs, there is a 'Settings' tab selected, with other tabs like 'Approved Parts', 'Approved Vendors', 'Assigned Customers', 'Linked Documents', and 'Modifications'. The main form area contains several fields: 'Commodity Type/Category' (a dropdown menu), 'License Value' (a text box with '0.00'), 'Value Variance Allowed' (a text box with '0.00'), 'Value Consumed Manually' (a text box with '0.00'), 'Value Consumed Shipped' (a text box with '0.00'), 'Value Consumed Committed' (a text box with '0.00'), 'Shipped License Balance' (a text box with '0.00'), and 'Committed License Balance' (a text box with '0.00'). There is also a 'ReCalculate' button. At the bottom, there are fields for 'Company' (a dropdown menu with '1' selected), 'Division' (a dropdown menu), and 'Department' (a dropdown menu). A checkbox labeled 'Alert the user when adding Lines to Sales Order/Pick Ticket' is checked.

1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License Value** field – Identify the value limit of the license.
3. **Value Variance Allowed** field – Identify the amount in excess of the value limit that the license allows.
4. **Value Consumed Manually** field – Identify the value of goods imported under the license but not recorded within the system.
5. **Value Consumed Shipped** field – Displays the value of goods recorded as received under the license within the system.
6. **Value Consumed Committed** field – Displays the value of goods recorded as ordered (but not yet received) under the license within the system.
7. **Shipped License Balance** field – Displays the result of the **License Value** field minus the **Value Consumed Manually** field minus the **Value Consumed Shipped** field.
8. **Committed License Balance** field – Displays the result of the **Shipped License Balance** field minus the **Value Consumed Committed** field.
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.

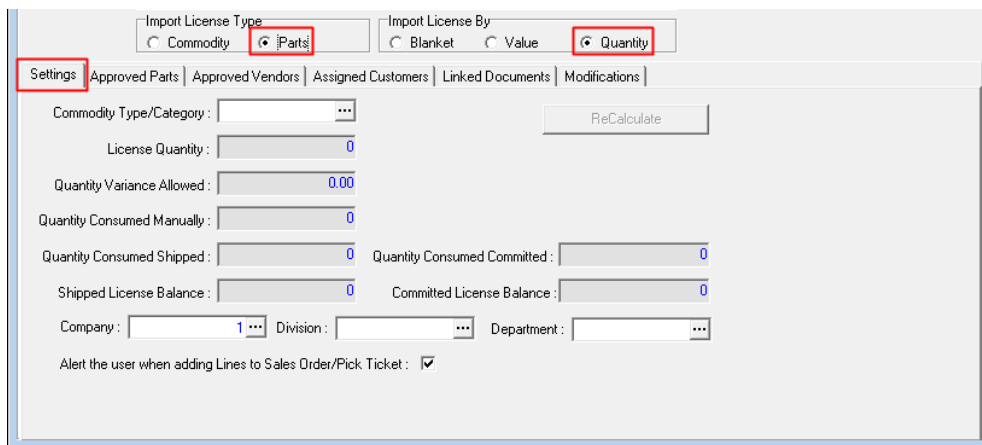
iii. Import License with restrictions on Quantity (for Commodity license type)



The screenshot shows the 'Import License Management Module' interface. At the top, there are two tabs: 'Import License Type' and 'Import License By'. Under 'Import License Type', 'Commodity' is selected. Under 'Import License By', 'Quantity' is selected. Below these tabs is a navigation bar with 'Settings' highlighted. The main area contains several input fields: 'Commodity Type/Category' (dropdown), 'License Quantity' (text box with '0'), 'Quantity Variance Allowed' (text box with '0.00'), 'Quantity Consumed Manually' (text box with '0'), 'Quantity Consumed Shipped' (text box with '0'), 'Quantity Consumed Committed' (text box with '0'), 'Shipped License Balance' (text box with '0'), and 'Committed License Balance' (text box with '0'). There are also dropdowns for 'Company' (showing '1'), 'Division', and 'Department'. A 'ReCalculate' button is located next to the 'Commodity Type/Category' field. At the bottom, there is a checkbox labeled 'Alert the user when adding Lines to Sales Order/Pick Ticket' which is checked.

1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License Quantity** field – Identify the quantity limit of the license.
3. **Quantity Variance Allowed** field – Identify the quantity in excess of the quantity limit that the license allows.
4. **Quantity Consumed Manually** field – Identify the quantity of goods imported under the license but not recorded within the system.
5. **Quantity Consumed Shipped** field – Displays the quantity of goods recorded as received under the license within the system.
6. **Quantity Consumed Committed** field – Displays the quantity of goods recorded as ordered (but not yet received) under the license within the system.
7. **Shipped License Balance** field – Displays the result of the **License Quantity** field minus the **Quantity Consumed Manually** field minus the **Quantity Consumed Shipped** field.
8. **Committed License Balance** field – Displays the result of the **Shipped License Balance** field minus the **Quantity Consumed Committed** field.
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.

iv. Import License with restrictions on Quantity (for Parts license type)

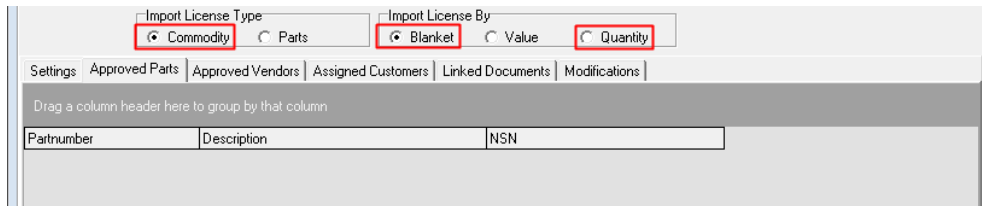


1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License Quantity** field – Displays the sum of the quantities allowed by the license by part number.
3. **Quantity Variance Allowed** field – Displays the sum of the quantity variances allowed by the license by part number.
4. **Quantity Consumed Manually** field – Displays the sum of the quantities of each part number that have been imported but not recorded in the system.
5. **Quantity Consumed Shipped** field – Displays the quantity of goods recorded as received under the license within the system.
6. **Quantity Consumed Committed** field – Displays the quantity of goods recorded as ordered (but not yet received) under the license within the system.
7. **Shipped License Balance** field – Displays the result of the **License Quantity** field minus the **Quantity Consumed Manually** field minus the **Quantity Consumed Shipped** field.
8. **Committed License Balance** field – Displays the result of the **Shipped License Balance** field minus the **Quantity Consumed Committed** field.
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.

#### h. **Approved Parts** tab

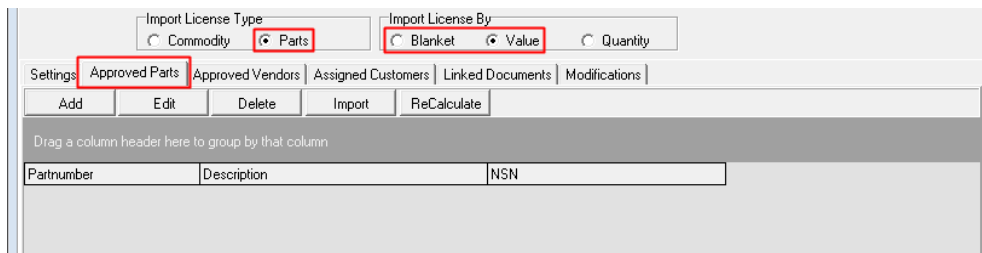
Identify the part numbers that are covered by this license.

##### i. For Commodity license type (by Blanket or Quantity)



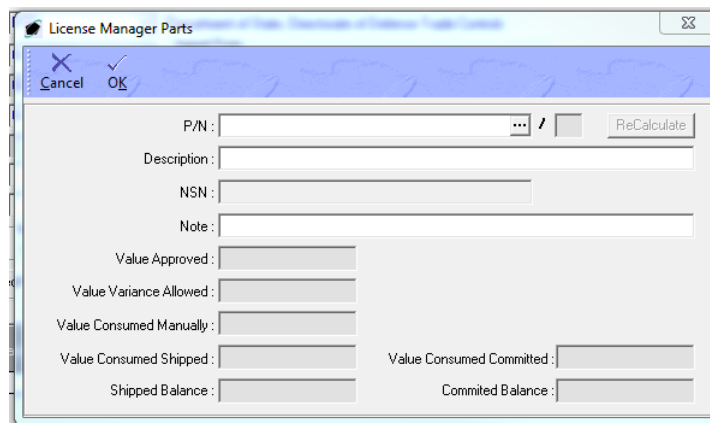
The part numbers associated with the **Commodity Type/Category** identified on the **Settings** tab will be populated in the grid automatically.

##### ii. For Parts license type (by Blanket or Value)



#### 1. **Add** button – Left-click this button to add a part to the license.

##### a. The **License Manager Parts** window will appear.



##### i. **P/N** field – Select the applicable part number by left-clicking the ellipses in this field.

##### ii. **Description** field – Identify the description.

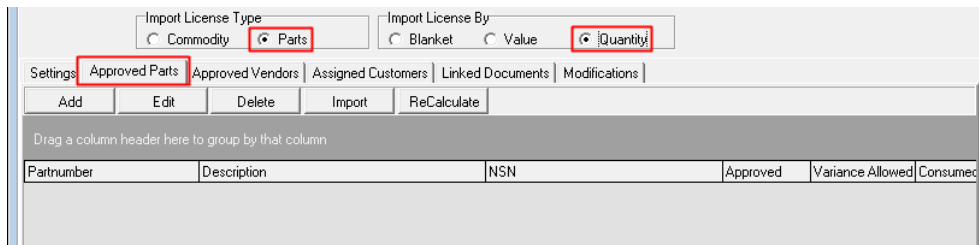


**NOTE:** This field will be populated when the part number is selected, but the description may be overwritten.

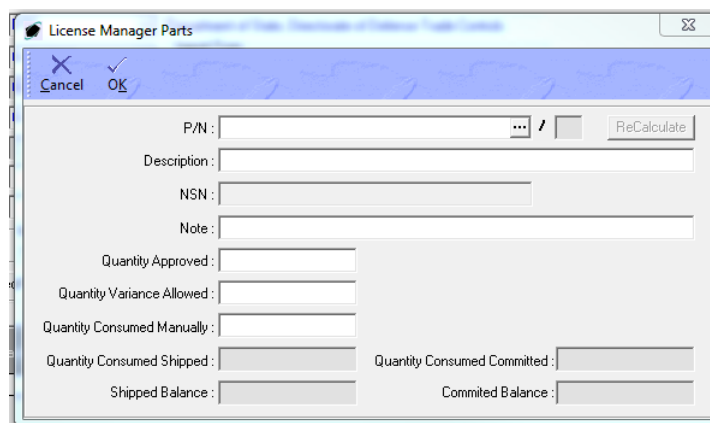
- iii. **NSN** field – Displays the national stock number of the part (if applicable)
- iv. **Note** field – Enter a note about the part number.

**NOTE:** All other fields can be ignored when license is Parts license type (by Blanket or Value).

- b. Left-click the **OK** button on the **License Manager Parts** window toolbar.
2. **Edit** button – Select this button to edit a part on the license.
  3. **Delete** button – Select this button to delete a part from the license.
  4. **Import** button – Select this button to add a list of parts to the license by importing from a .csv file.
- iii. For Parts license type (by Quantity)



1. **Add** button – Left-click this button to add a part to the license.
- a. The **License Manager Parts** window will appear.



- i. **P/N** field – Select the applicable part number by left-clicking the ellipses in this field.
- ii. **Description** field – Identify the description.

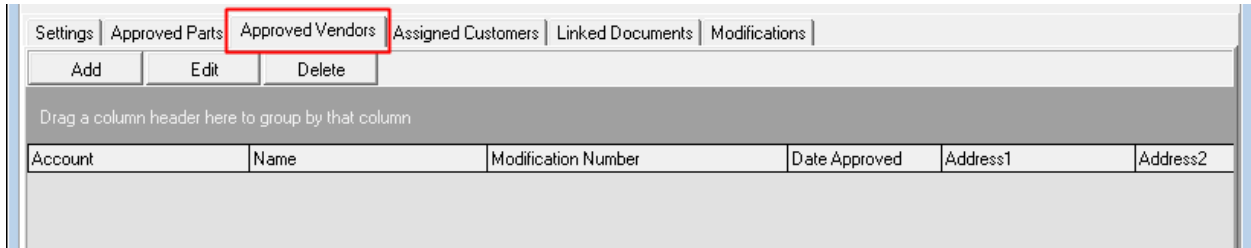
**NOTE:** This field will be populated when the part number is selected, but the description may be overwritten.

- iii. **NSN** field – Displays the national stock number of the part (if applicable)
  - iv. **Note** field – Enter a note about the part number.
  - v. **Quantity Approved** field – Identify the quantity limit of the license for the part number.
  - vi. **Quantity Variance Allowed** field – Identify the quantity in excess of the quantity limit that the license allows for the part number.
  - vii. **Quantity Consumed Manually** field – Identify the quantity of the part number imported under the license but not recorded within the system.
  - viii. **Quantity Consumed Shipped** field – Displays the quantity of the part number recorded as received under the license within the system.
  - ix. **Quantity Consumed Committed** field – Displays the quantity of the part number recorded as ordered (but not yet received) under the license within the system.
  - x. **Shipped Balance** field – Displays the result of the **Quantity Approved** field minus the **Quantity Consumed Manually** field minus the **Quantity Consumed Shipped** field.
  - xi. **Committed Balance** field – Displays the result of the **Shipped Balance** field minus the **Quantity Consumed Committed** field.
- b. Left-click the **OK** button on the **License Manager Parts** window toolbar.
- 2. **Edit** button – Select this button to edit a part on the license.
  - 3. **Delete** button – Select this button to delete a part from the license.
  - 4. **Import** button – Select this button to add a list of parts to the license by importing from a .csv file.

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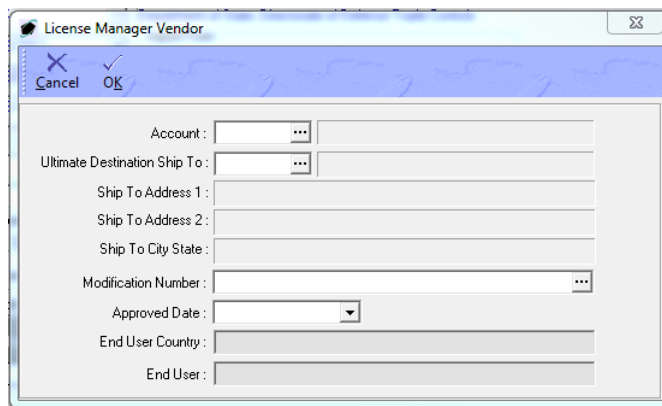
i. **Approved Vendors** tab

Identify the vendors from which commodities may be imported under the license.



i. **Add** button – Left-click this button to add a vendor to the license.

1. The **License Manager Vendor** window will appear.



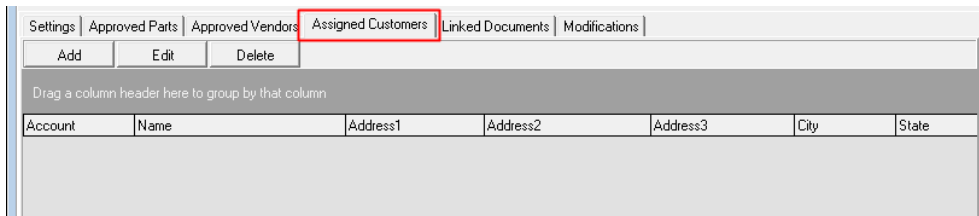
- a. **Account** field - Select the applicable vendor by left-clicking the ellipses in this field.
  - b. **Ultimate Destination Ship To** field – identify the address from which the vendor will ship.
  - c. **Ship To Address 1**, **Ship to Address 2**, and **Ship To City State** fields – Displays the address details related to the address selected in the **Ultimate Destination Ship To** field
  - d. **Modification Number** field – Select the applicable modification by left-clicking the ellipses in this field.
  - e. **Approved Date** field – Identify the date the vendor was approved on this license.
  - f. **End User Country** field – Ignore
  - g. **End User** field – Ignore
2. Left-click the **OK** button on the **License Manager Vendor** window toolbar.

ii. **Edit** button – Select this button to edit a vendor on the license.

iii. **Delete** button – Select this button to delete a vendor from the license.

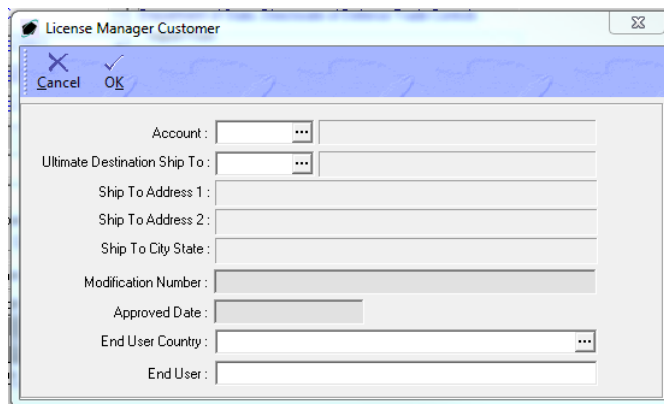
j. **Assigned Customers** tab

Identify the customers to which commodities imported under the license may be sold.



i. **Add** button – Left-click this button to add a customer to the license.

1. The **License Manager Customer** window will appear.



a. **Account** field - Select the applicable customer by left-clicking the ellipses in this field.

b. **Ultimate Destination Ship To** field – identify the address to which the commodity will be shipped.

c. **Ship To Address 1**, **Ship to Address 2**, and **Ship To City State** fields – Displays the address details related to the address selected in the **Ultimate Destination Ship To** field

d. **Modification Number** field – Ignore

e. **Approved Date** field – Ignore

f. **End User Country** field – Identify the country of the customer to which you are shipping the commodity.

g. **End User** field – Identify the specific end user.

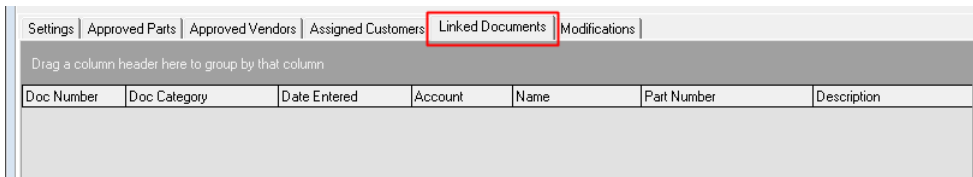
2. Left-click the **OK** button on the **License Manager Vendor** window toolbar.

ii. **Edit** button – Select this button to edit a customer on the license.

iii. **Delete** button – Select this button to delete a customer from the license.

k. **Linked Documents** tab

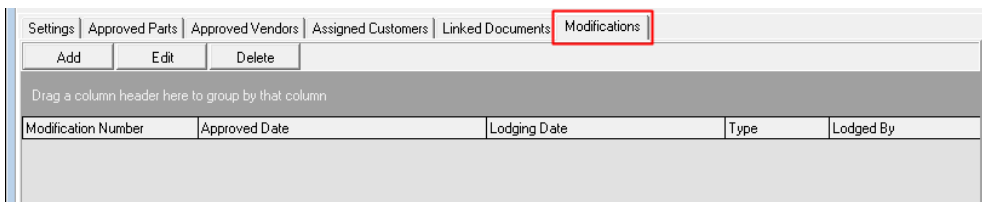
Displays all documents to which the license is linked.



Doc Number	Doc Category	Date Entered	Account	Name	Part Number	Description
Drag a column header here to group by that column						

l. **Modifications** tab

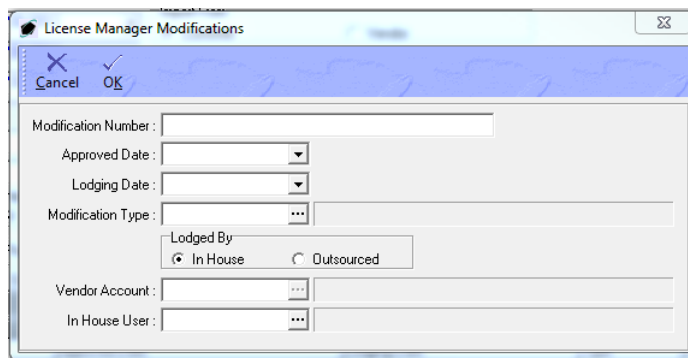
Identify any modifications to the license.



Modification Number	Approved Date	Lodging Date	Type	Lodged By
Drag a column header here to group by that column				

i. **Add** button – Left-click this button to add a modification for the license.

1. The **License Manager Modifications** window will appear.



License Manager Modifications

Cancel OK

Modification Number:

Approved Date:

Lodging Date:

Modification Type:

Lodged By: ☒ In House ☐ Outsourced

Vendor Account:

In House User:

a. **Modification Number** field – Identify the modification number of the license.

b. **Approved Date** field – Identify the date on which the modification was approved.

c. **Lodging Date** field – Identify the date on which the modification was lodged.

- d. **Modification Type** field – Identify the type of modification from the **License Type List** table.
- e. **Lodged By** group box
  - i. **In House** – Select this option if the modification was lodged by an individual within your organization.
  - ii. **Outsourced** – Select this option if the modification was lodged by a vendor.
- f. **Vendor Account** field – Select the applicable vendor by left-clicking the ellipses in this field.

**NOTE:** This field is only active when the “Outsourced” option is selected in the **Lodged By** group box.

- g. **In House User** field – Select the applicable user by left-clicking the ellipses in this field.

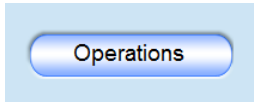
**NOTE:** This field is only active when the “In House” option is selected in the **Lodged By** group box.

- 2. Left-click the **OK** button on the **License Manager Vendor** window toolbar.
  - ii. **Edit** button – Select this button to edit a modification for the license.
  - iii. **Delete** button – Select this button to delete a modification from the license.

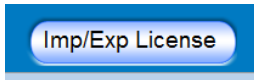
END OF SECTION

#### 4. Create an Export License

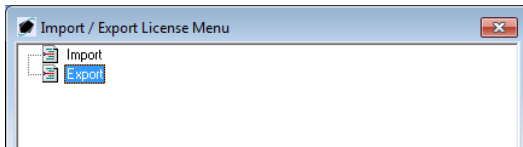
- a. From the **Main Menu** screen, left-click the **Operations** button.



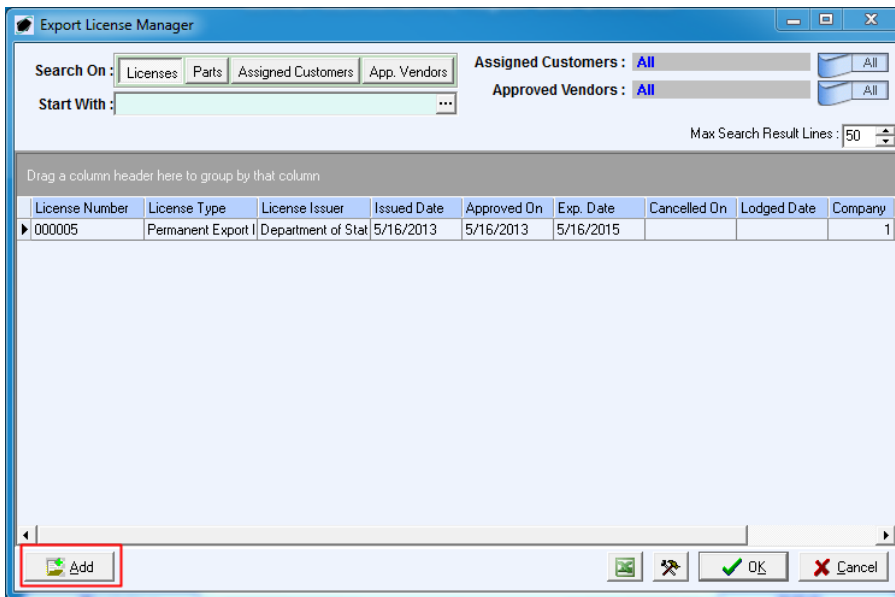
- b. The **Operations** window will appear; left-click the **Imp/Exp License** button.



- c. The **Import/Export License Menu** window will appear. Double-click **Export**.

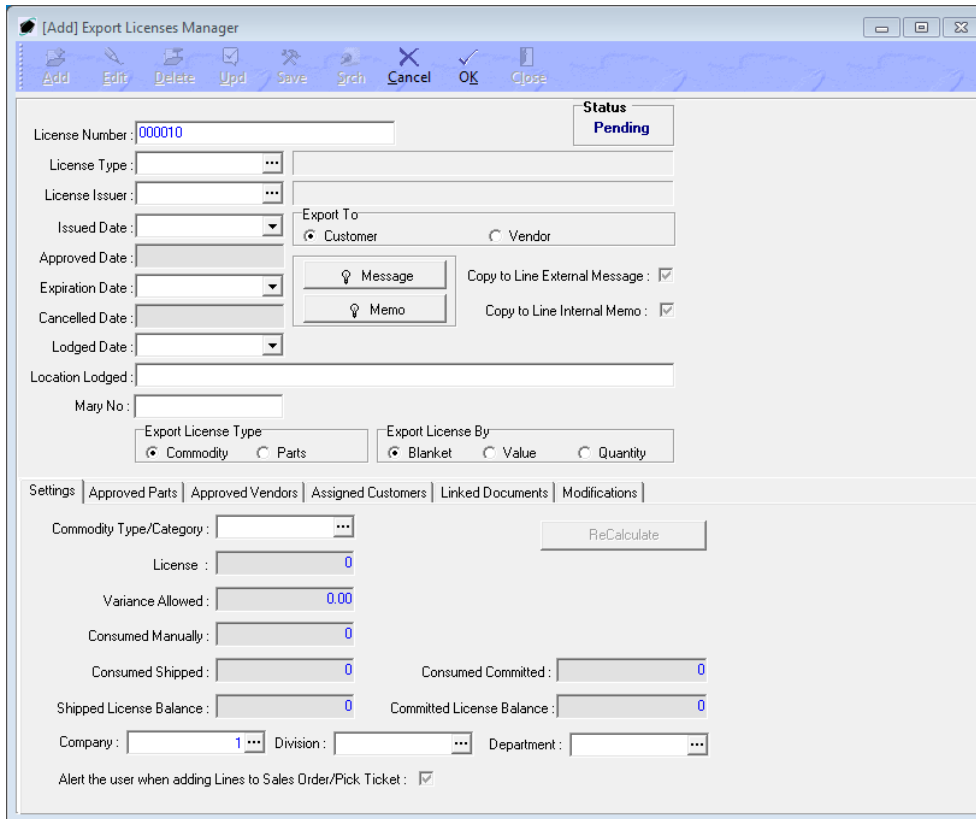


- d. The **Export License Manager** search window will appear. Left-click the **Add** button.



CONTINUE TO NEXT PAGE

e. The **Export Licenses Manager** window will appear.



f. **Header**

- i. **License Number** field – Identify the license number. The system will assign a license number automatically based upon the license number counter, but this number may be overwritten.
- ii. **License Type** field – Identify the type of license from the **License Type List** table.
- iii. **License Issuer** field – Identify the agency that issued the license from the **License Issuer List** table.
- iv. **Issued Date** field – Identify the date on which the license was issued.
- v. **Export To** group box
  1. **Customer** – Select this option if exporting to a customer.
  2. **Vendor** – Select this option if exporting to a vendor (i.e. exporting components to be repaired or exporting repair parts to repair components).
- vi. **Approved Date** field – Identify the date on which the license was approved by your organization.

**NOTE:** This field will be populated automatically on the date the license is approved.



- vii. **Expiration Date** field – Identify the date on which the license will expire.
- viii. **Cancelled Date** field – Identify the date on which the license was cancelled (when applicable).

**NOTE:** This field will be populated automatically on the date the license is cancelled.

- ix. **Lodged Date** field – Identify the date on which the license was lodged.
- x. **Location Lodged** field – Identify the location at which the license was lodged.
- xi. **Message** field – Enter any notes or comments related to the license.

**NOTE:** Messages contain information that may be shared with customers and may be printed on customer documents.

- xii. **Copy to Line External Message** flag – Mark this flag as checked to copy the export license message to the sales order line message when applicable parts are ordered.
- xiii. **Memo** field – Enter any notes or comments related to the license.

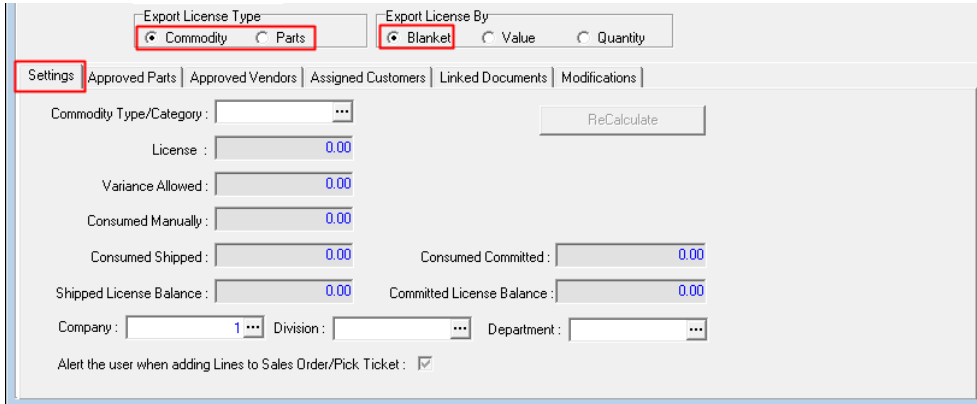
**NOTE:** Memos contain information that is not shared with customer. Generally, this information is not printed on customer documents.

- xiv. **Copy to Line Internal Memo** flag – Mark this flag as checked to copy the export license memo to the sales order line memo when applicable parts are ordered.
- xv. **Export License Type** group box
  - 1. **Commodity** – Select this option if the license covers all parts identified by a particular category within the system.
  - 2. **Parts** – Select this option if:
    - a. the license covers only a portion of the parts identified by a particular category within the system, OR
    - b. the license identifies the quantity allowed for export by part number.

- xvi. **Export License By** group box
  - 1. **Blanket** – Select this option if the license has no restrictions on the value or quantity of goods exported.
  - 2. **Value** – Select this option if the license has a restriction on the value of goods exported.
  - 3. **Quantity** – Select this option if the license has a restriction on the quantity of goods exported.

g. **Settings** tab

i. Blanket license (for Commodity or Parts license type)



Export License Type: ☒ Commodity ☐ Parts

Export License By: ☒ Blanket ☐ Value ☐ Quantity

Settings | Approved Parts | Approved Vendors | Assigned Customers | Linked Documents | Modifications

Commodity Type/Category:  ReCalculate

License:

Variance Allowed:

Consumed Manually:

Consumed Shipped:  Consumed Committed:

Shipped License Balance:  Committed License Balance:

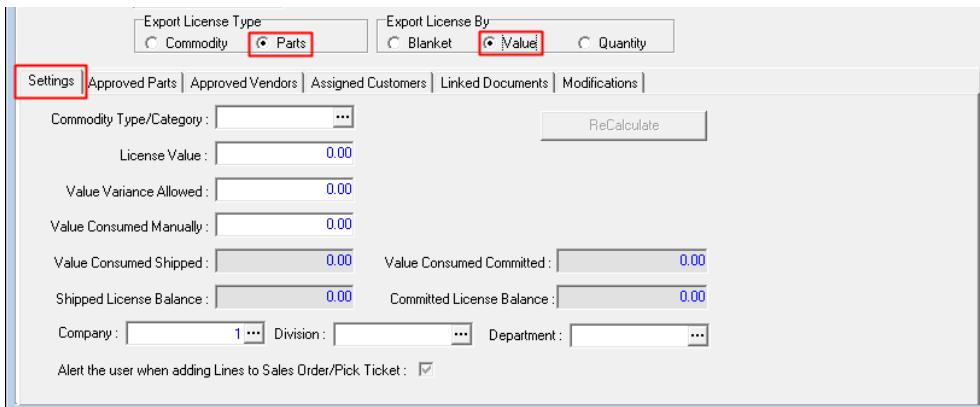
Company:  Division:  Department:

Alert the user when adding Lines to Sales Order/Pick Ticket: ☒

1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License** field – Ignore
3. **Variance Allowed** field – Ignore
4. **Consumed Manually** field – Ignore
5. **Consumed Shipped** field – Ignore
6. **Consumed Committed** field – Ignore
7. **Shipped License Balance** field – Ignore
8. **Committed License Balance** field – Ignore
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.
10. **Alert the user when adding Lines to Sales Order/Pick Ticket** flag – Mark as checked if the user should be notified that an export license exists for the commodity.

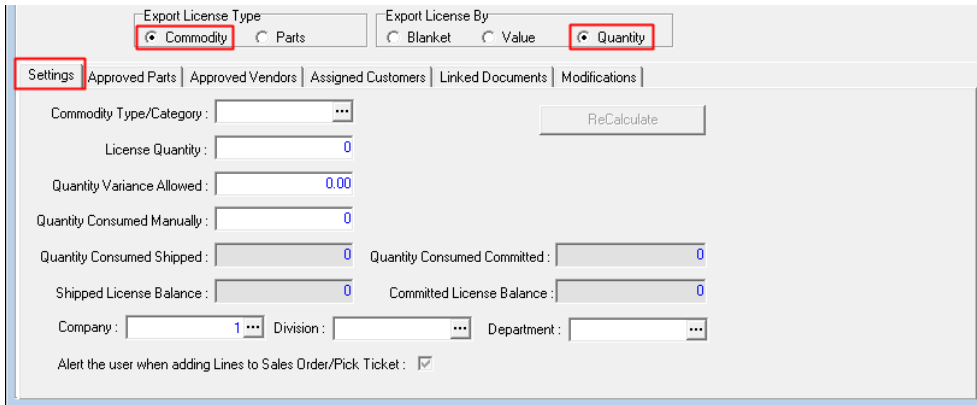
CONTINUE TO NEXT PAGE

ii. Export License with restrictions on Value (for Parts license type)



1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License Value** field – Identify the value limit of the license.
3. **Value Variance Allowed** field – Identify the amount in excess of the value limit that the license allows.
4. **Value Consumed Manually** field – Identify the value of goods imported under the license but not recorded within the system.
5. **Value Consumed Shipped** field – Displays the value of goods recorded as received under the license within the system.
6. **Value Consumed Committed** field – Displays the value of goods recorded as ordered (but not yet received) under the license within the system.
7. **Shipped License Balance** field – Displays the result of the **License Value** field minus the **Value Consumed Manually** field minus the **Value Consumed Shipped** field.
8. **Committed License Balance** field – Displays the result of the **Shipped License Balance** field minus the **Value Consumed Committed** field.
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.
10. **Alert the user when adding Lines to Sales Order/Pick Ticket** flag – Mark as checked if the user should be notified that an export license exists for the commodity or part.

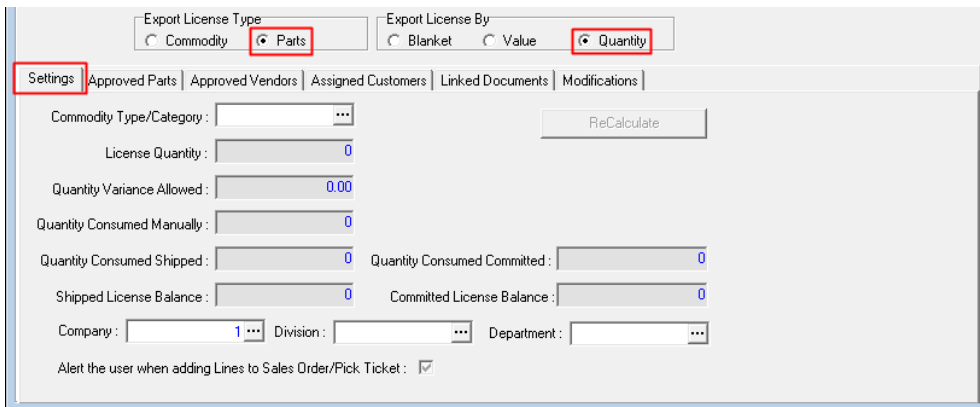
iii. Export License with restrictions on Quantity (for Commodity license type)



The screenshot shows the 'Export License Management Module' interface. At the top, there are two tabs: 'Export License Type' and 'Export License By'. Under 'Export License Type', 'Commodity' is selected. Under 'Export License By', 'Quantity' is selected. Below these tabs is a navigation bar with 'Settings' highlighted, followed by 'Approved Parts', 'Approved Vendors', 'Assigned Customers', 'Linked Documents', and 'Modifications'. The main area contains several input fields: 'Commodity Type/Category' (with a dropdown arrow), 'License Quantity' (set to 0), 'Quantity Variance Allowed' (set to 0.00), 'Quantity Consumed Manually' (set to 0), 'Quantity Consumed Shipped' (set to 0), 'Quantity Consumed Committed' (set to 0), 'Shipped License Balance' (set to 0), and 'Committed License Balance' (set to 0). There is a 'ReCalculate' button next to the 'License Quantity' field. At the bottom, there are fields for 'Company' (set to 1), 'Division' (with a dropdown arrow), and 'Department' (with a dropdown arrow). A checkbox labeled 'Alert the user when adding Lines to Sales Order/Pick Ticket' is checked.

1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License Quantity** field – Identify the quantity limit of the license.
3. **Quantity Variance Allowed** field – Identify the quantity in excess of the quantity limit that the license allows.
4. **Quantity Consumed Manually** field – Identify the quantity of goods imported under the license but not recorded within the system.
5. **Quantity Consumed Shipped** field – Displays the quantity of goods recorded as received under the license within the system.
6. **Quantity Consumed Committed** field – Displays the quantity of goods recorded as ordered (but not yet received) under the license within the system.
7. **Shipped License Balance** field – Displays the result of the **License Quantity** field minus the **Quantity Consumed Manually** field minus the **Quantity Consumed Shipped** field.
8. **Committed License Balance** field – Displays the result of the **Shipped License Balance** field minus the **Quantity Consumed Committed** field.
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.
10. **Alert the user when adding Lines to Sales Order/Pick Ticket** flag – Mark as checked if the user should be notified that an export license exists for the commodity.

iv. Export License with restrictions on Quantity (for Parts license type)



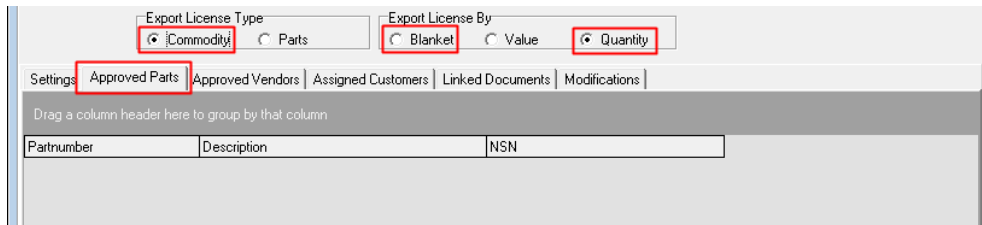
The screenshot shows the 'Export License Management Module' interface. At the top, 'Export License Type' is set to 'Parts' and 'Export License By' is set to 'Quantity'. Below this, there are tabs: 'Settings', 'Approved Parts', 'Approved Vendors', 'Assigned Customers', 'Linked Documents', and 'Modifications'. The 'Settings' tab is active, showing various fields: 'Commodity Type/Category' (a dropdown menu), 'License Quantity' (a text box with '0'), 'Quantity Variance Allowed' (a text box with '0.00'), 'Quantity Consumed Manually' (a text box with '0'), 'Quantity Consumed Shipped' (a text box with '0'), 'Quantity Consumed Committed' (a text box with '0'), 'Shipped License Balance' (a text box with '0'), and 'Committed License Balance' (a text box with '0'). At the bottom, there are fields for 'Company' (a dropdown menu with '1'), 'Division' (a dropdown menu), and 'Department' (a dropdown menu). A checkbox labeled 'Alert the user when adding Lines to Sales Order/Pick Ticket' is checked. A 'ReCalculate' button is located to the right of the 'Commodity Type/Category' field.

1. **Commodity Type/Category** field – Identify the type of commodity from the **Inventory Category List** table.
2. **License Quantity** field – Displays the sum of the quantities allowed by the license by part number.
3. **Quantity Variance Allowed** field – Displays the sum of the quantity variances allowed by the license by part number.
4. **Quantity Consumed Manually** field – Displays the sum of the quantities of each part number that have been imported but not recorded in the system.
5. **Quantity Consumed Shipped** field – Displays the quantity of goods recorded as received under the license within the system.
6. **Quantity Consumed Committed** field – Displays the quantity of goods recorded as ordered (but not yet received) under the license within the system.
7. **Shipped License Balance** field – Displays the result of the **License Quantity** field minus the **Quantity Consumed Manually** field minus the **Quantity Consumed Shipped** field.
8. **Committed License Balance** field – Displays the result of the **Shipped License Balance** field minus the **Quantity Consumed Committed** field.
9. **Company, Division, Department** fields – If the license applies only to a particular company, division, or department, identify the applicable company, division, and department.
10. **Alert the user when adding Lines to Sales Order/Pick Ticket** flag – Mark as checked if the user should be notified that an export license exists for the commodity or part.

#### h. **Approved Parts** tab

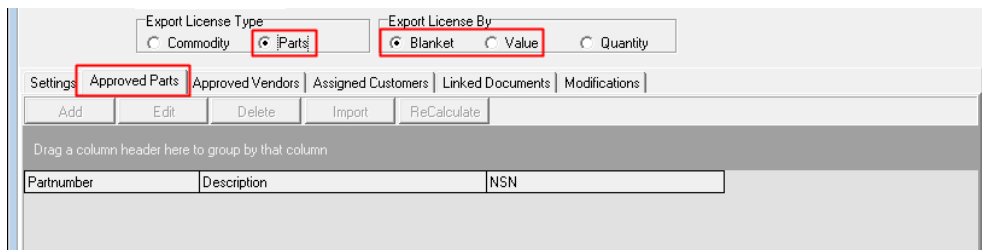
Identify the part numbers that are covered by this license.

##### i. For Commodity license type (by Blanket or Quantity)



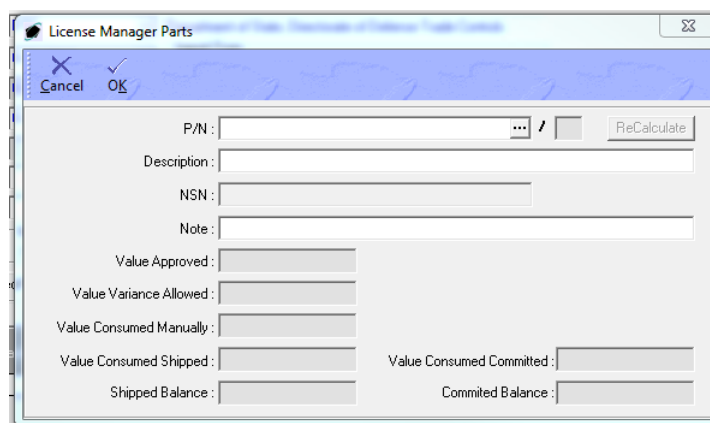
The part numbers associated with the **Commodity Type/Category** identified on the **Settings** tab will be populated in the grid automatically.

##### ii. For Parts license type (by Blanket or Value)



#### 1. **Add** button – Left-click this button to add a part to the license.

##### a. The **License Manager Parts** window will appear.



##### i. **P/N** field – Select the applicable part number by left-clicking the ellipses in this field.

- ii. **Description** field – Identify the description.

**NOTE:** This field will be populated when the part number is selected, but the description may be overwritten.

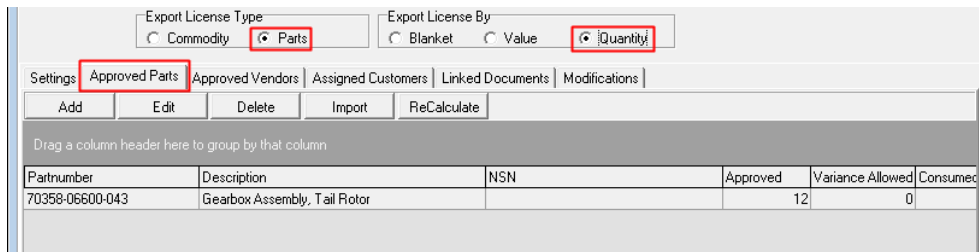
- iii. **NSN** field – Displays the national stock number of the part (if applicable)
- iv. **Note** field – Enter a note about the part number.

**NOTE:** All other fields can be ignored when license is Parts license type (by Blanket or Value).

- b. Left-click the **OK** button on the **License Manager Parts** window toolbar.

2. **Edit** button – Select this button to edit a part on the license.
3. **Delete** button – Select this button to delete a part from the license.
4. **Import** button – Select this button to add a list of parts to the license by importing from a .csv file.

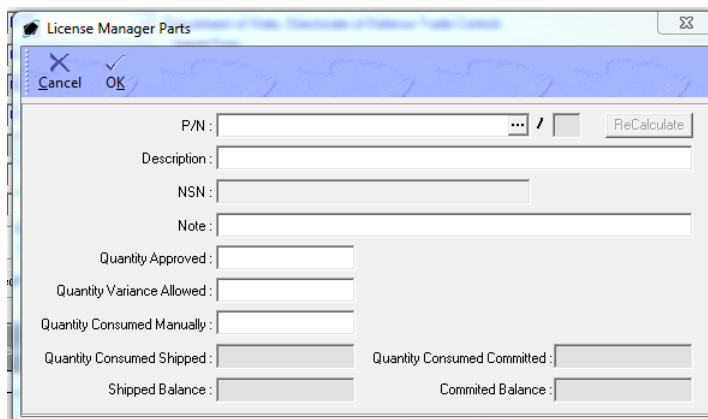
- iii. For Parts license type (by Quantity)



Partnumber	Description	NSN	Approved	Variance Allowed	Consumed
70358-06600-043	Gearbox Assembly, Tail Rotor		12		0

1. **Add** button – Left-click this button to add a part to the license.

- a. The **License Manager Parts** window will appear.



- i. **P/N** field – Select the applicable part number by left-clicking the ellipses in this field.

- ii. **Description** field – Identify the description.

**NOTE:** *This field will be populated when the part number is selected, but the description may be overwritten.*

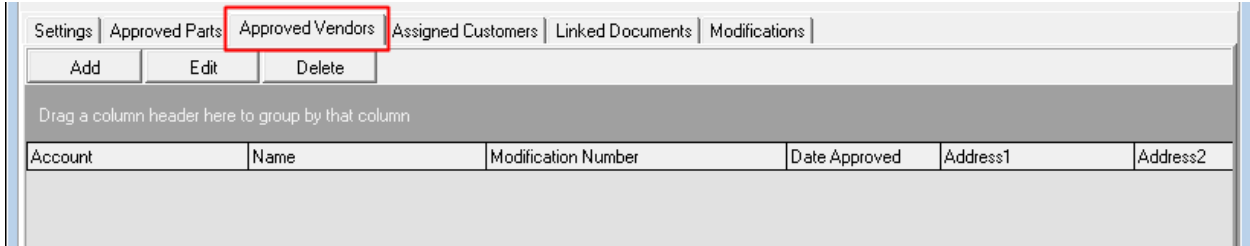
- iii. **NSN** field – Displays the national stock number of the part (if applicable)
  - iv. **Note** field – Enter a note about the part number.
  - v. **Quantity Approved** field – Identify the quantity limit of the license for the part number.
  - vi. **Quantity Variance Allowed** field – Identify the quantity in excess of the quantity limit that the license allows for the part number.
  - vii. **Quantity Consumed Manually** field – Identify the quantity of the part number imported under the license but not recorded within the system.
  - viii. **Quantity Consumed Shipped** field – Displays the quantity of the part number recorded as received under the license within the system.
  - ix. **Quantity Consumed Committed** field – Displays the quantity of the part number recorded as ordered (but not yet received) under the license within the system.
  - x. **Shipped Balance** field – Displays the result of the **Quantity Approved** field minus the **Quantity Consumed Manually** field minus the **Quantity Consumed Shipped** field.
  - xi. **Committed Balance** field – Displays the result of the **Shipped Balance** field minus the **Quantity Consumed Committed** field.
- b. Left-click the **OK** button on the **License Manager Parts** window toolbar.
- 2. **Edit** button – Select this button to edit a part on the license.
  - 3. **Delete** button – Select this button to delete a part from the license.
  - 4. **Import** button – Select this button to add a list of parts to the license by importing from a .csv file.

CONTINUE TO NEXT PAGE



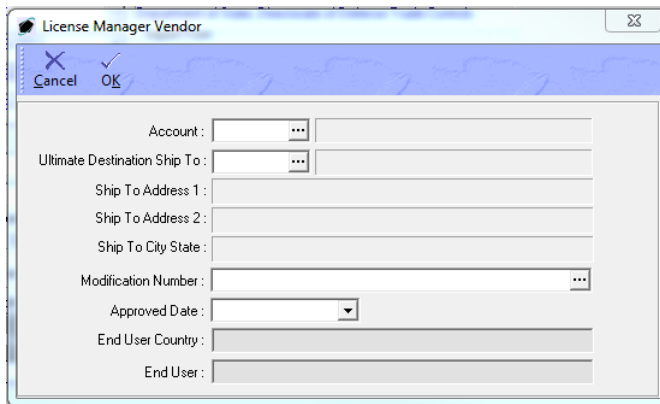
i. **Approved Vendors** tab

Identify the vendors to which commodities may be exported under the license.



i. **Add** button – Left-click this button to add a vendor to the license.

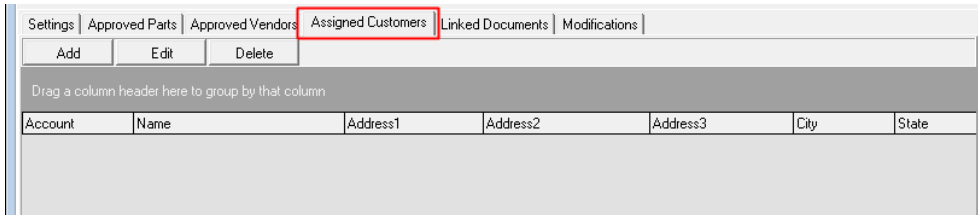
1. The **License Manager Vendor** window will appear.



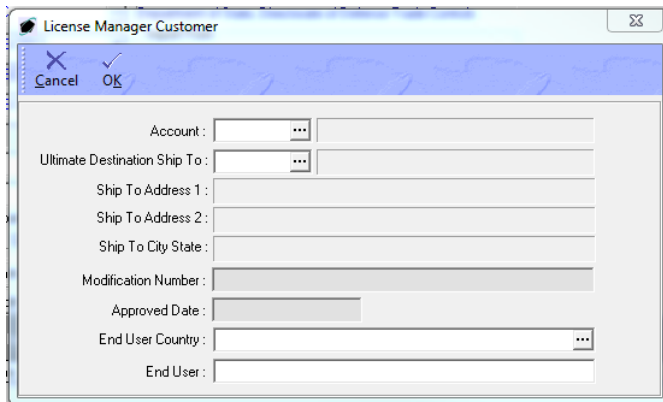
- a. **Account** field - Select the applicable vendor by left-clicking the ellipses in this field.
  - b. **Ultimate Destination Ship To** field – identify the address to which the commodities will be shipped.
  - c. **Ship To Address 1**, **Ship to Address 2**, and **Ship To City State** fields – Displays the address details related to the address selected in the **Ultimate Destination Ship To** field
  - d. **Modification Number** field – Select the applicable modification by left-clicking the ellipses in this field.
  - e. **Approved Date** field – Identify the date the vendor was approved on this license.
  - f. **End User Country** field – Ignore
  - g. **End User** field – Ignore
2. Left-click the **OK** button on the **License Manager Vendor** window toolbar.

- ii. **Edit** button – Select this button to edit a vendor on the license.
- iii. **Delete** button – Select this button to delete a vendor from the license.
- j. **Assigned Customers** tab

Identify the customers to which commodities may be exported under the license.



- i. **Add** button – Left-click this button to add a customer to the license.
- 1. The **License Manager Customer** window will appear.



- a. **Account** field - Select the applicable customer by left-clicking the ellipses in this field.
- b. **Ultimate Destination Ship To** field – identify the address to which the commodity will be shipped.
- c. **Ship To Address 1**, **Ship to Address 2**, and **Ship To City State** fields – Displays the address details related to the address selected in the **Ultimate Destination Ship To** field
- d. **Modification Number** field – Ignore
- e. **Approved Date** field – Ignore
- f. **End User Country** field – Identify the country of the customer to which you are shipping the commodity.
- g. **End User** field – Identify the specific end user.

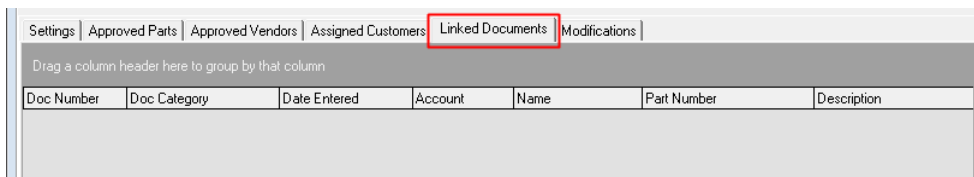
2. Left-click the **OK** button on the **License Manager Vendor** window toolbar.

ii. **Edit** button – Select this button to edit a customer on the license.

iii. **Delete** button – Select this button to delete a customer from the license.

k. **Linked Documents** tab

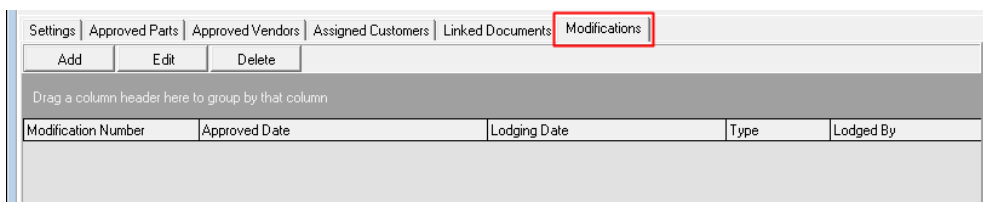
Displays all documents to which the license is linked.



Doc Number	Doc Category	Date Entered	Account	Name	Part Number	Description
Drag a column header here to group by that column						

l. **Modifications** tab

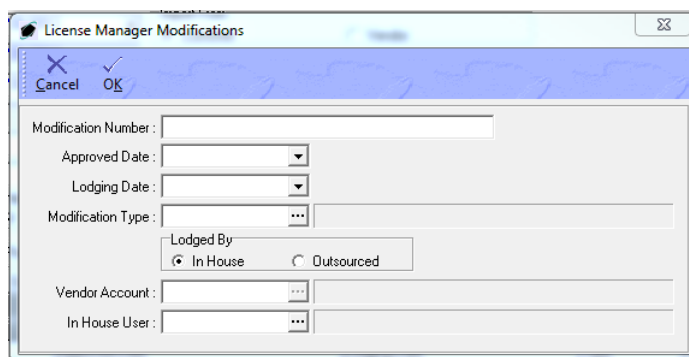
Identify any modifications to the license.



Modification Number	Approved Date	Lodging Date	Type	Lodged By
Drag a column header here to group by that column				

i. **Add** button – Left-click this button to add a modification for the license.

1. The **License Manager Modifications** window will appear.



License Manager Modifications

Cancel OK

Modification Number:

Approved Date:

Lodging Date:

Modification Type:

Lodged By: ☒ In House ☐ Outsourced

Vendor Account:

In House User:

a. **Modification Number** field – Identify the modification number of the license.

b. **Approved Date** field – Identify the date on which the modification was approved.

c. **Lodging Date** field – Identify the date on which the modification was lodged.

- d. **Modification Type** field – Identify the type of modification from the **License Type List** table.
- e. **Lodged By** group box
  - i. **In House** – Select this option if the modification was lodged by an individual within your organization.
  - ii. **Outsourced** – Select this option if the modification was lodged by a vendor.
- f. **Vendor Account** field – Select the applicable vendor by left-clicking the ellipses in this field.

**NOTE:** This field is only active when the “Outsourced” option is selected in the **Lodged By** group box.

- g. **In House User** field – Select the applicable user by left-clicking the ellipses in this field.

**NOTE:** This field is only active when the “In House” option is selected in the **Lodged By** group box.

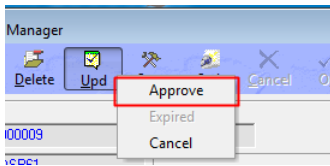
- 2. Left-click the **OK** button on the **License Manager Vendor** window toolbar.
  - ii. **Edit** button – Select this button to edit a modification for the license.
  - iii. **Delete** button – Select this button to delete a modification from the license.

END OF SECTION

## 5. Approve/Cancel a License

### a. Approve an Import/Export License

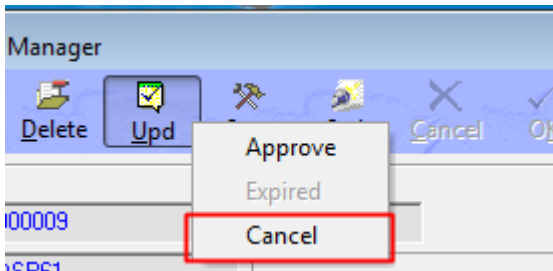
- i. Left-click the **Upd** (Update) button from the **Import/Export Licenses Manager** window toolbar and left-click **Approve**.



- ii. The **Approved Date** field on the **Header** will be updated.

### b. Cancel an Import/Export License

- i. Left-click the **Upd** (Update) button from the **Import/Export Licenses Manager** window toolbar and left-click **Cancel**.



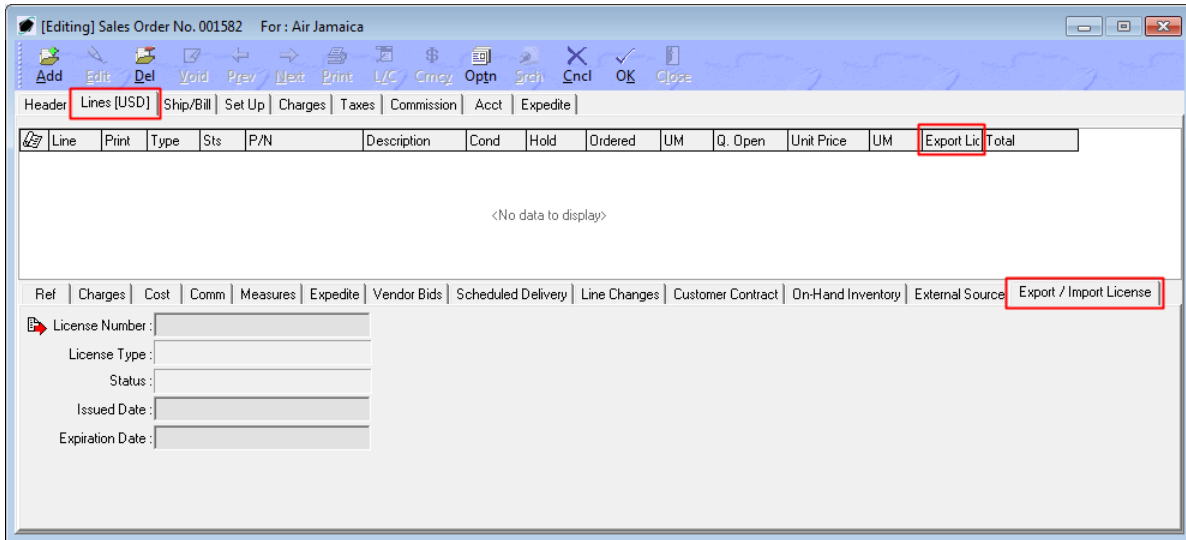
- ii. The **Cancelled Date** field on the **Header** will be updated.

*END OF SECTION*

## 6. Sales Orders

Identify that a line sold to a customer is covered under an export license

- Following the creation of a sales order, left-click the **Lines** tab.



[Editing] Sales Order No. 001582 For: Air Jamaica

Header | **Lines [USD]** | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite

Line	Print	Type	Sts	P/N	Description	Cond	Hold	Ordered	UM	Q. Open	Unit Price	UM	<b>Export Lic</b>	Total
<No data to display>														

Ref | Charges | Cost | Comm | Measures | Expedite | Vendor Bids | Scheduled Delivery | Line Changes | Customer Contract | On-Hand Inventory | External Source | **Export / Import License**

License Number:

License Type:

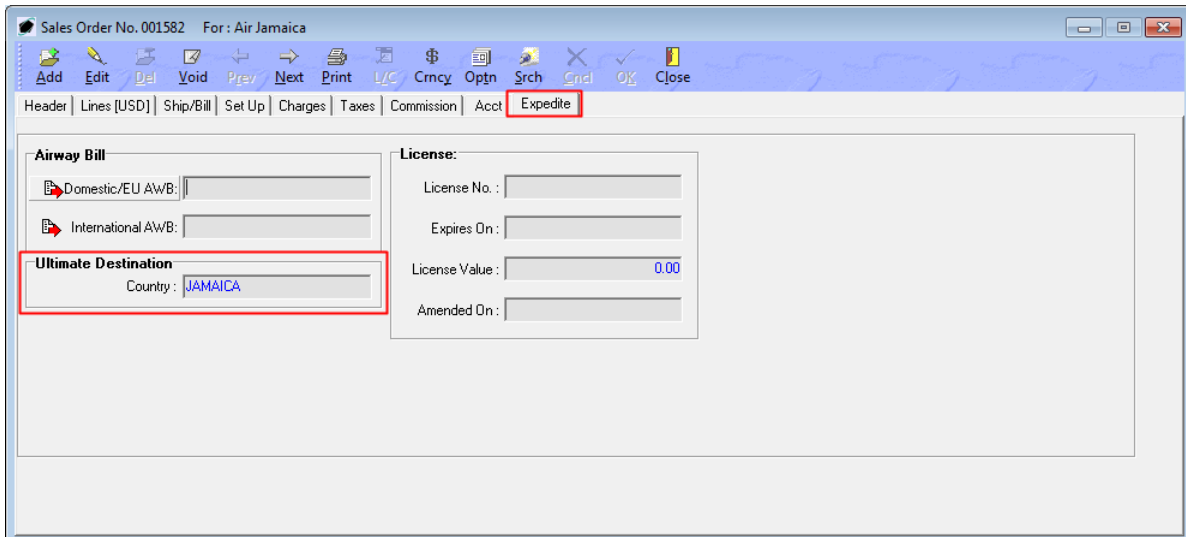
Status:

Issued Date:

Expiration Date:

With the Import/Export License Management Module licensed, a new **Export/Import License** tab appears in the line detail. There will also appear an additional column labeled “Export License Required” which will identify whether an export license is required for the part number identified on the line.

An **Ultimate Destination** field will appear on the **Expedite** tab identifying the country related to the customer.



Sales Order No. 001582 For: Air Jamaica

Header | Lines [USD] | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | **Expedite**

**Airway Bill**

Domestic/EU AWB:

International AWB:

**Ultimate Destination**

Country: **JAMAICA**

**License:**

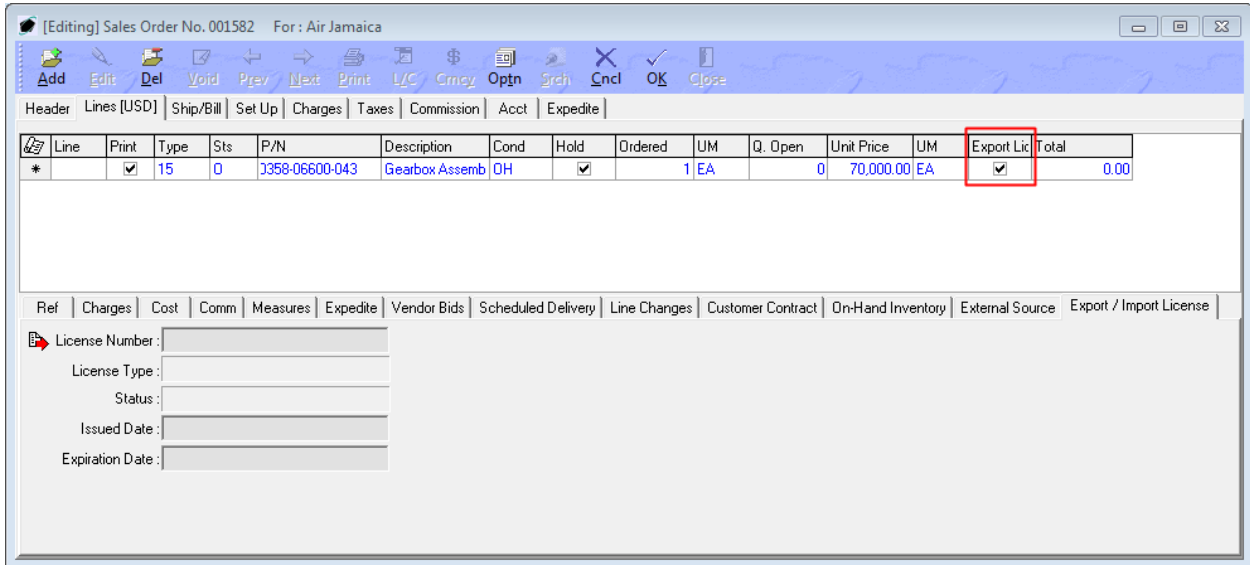
License No.:

Expires On:

License Value:  0.00

Amended On:

- b. Left-click the **Edit** button on the **Sales Order** window toolbar (if SO is not in “Edit” mode).
- c. Add the part number that is covered under the export license.



[Editing] Sales Order No. 001582 For : Air Jamaica

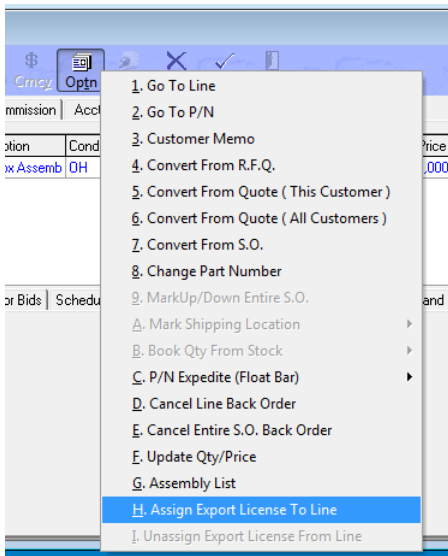
Header Lines [USD] | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite |

Line	Print	Type	Sts	P/N	Description	Cond	Hold	Ordered	UM	Q. Open	Unit Price	UM	Export Lic	Total
* 1	<input checked="" type="checkbox"/>	15	0	3358-06600-043	Gearbox Assemb	OH	<input checked="" type="checkbox"/>	1	EA	0	70,000.00	EA	<input checked="" type="checkbox"/>	0.00

Ref | Charges | Cost | Comm | Measures | Expedite | Vendor Bids | Scheduled Delivery | Line Changes | Customer Contract | On-Hand Inventory | External Source | Export / Import License |

License Number :  
License Type :  
Status :  
Issued Date :  
Expiration Date :

- d. Left-click the **Optn** (Option) button in the **Sales Order** window toolbar, and left-click **H. Assign Export License To Line**.

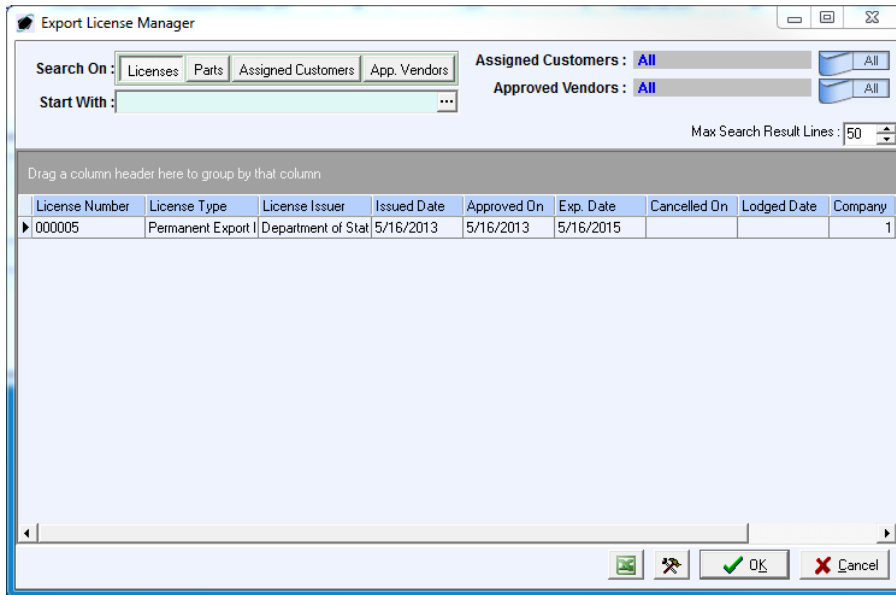


Optn

- 1. Go To Line
- 2. Go To P/N
- 3. Customer Memo
- 4. Convert From R.F.Q.
- 5. Convert From Quote ( This Customer )
- 6. Convert From Quote ( All Customers )
- 7. Convert From S.O.
- 8. Change Part Number
- 9. Markup/Down Entire S.O.
- A. Mark Shipping Location
- B. Book Qty From Stock
- C. P/N Expedite (Float Bar)
- D. Cancel Line Back Order
- E. Cancel Entire S.O. Back Order
- F. Update Qty/Price
- G. Assembly List
- H. Assign Export License To Line**
- I. Unassign Export License From Line

CONTINUE TO NEXT PAGE

- e. The **Export License Manager** search window will appear.



The 'Export License Manager' window shows search filters and a table of results.

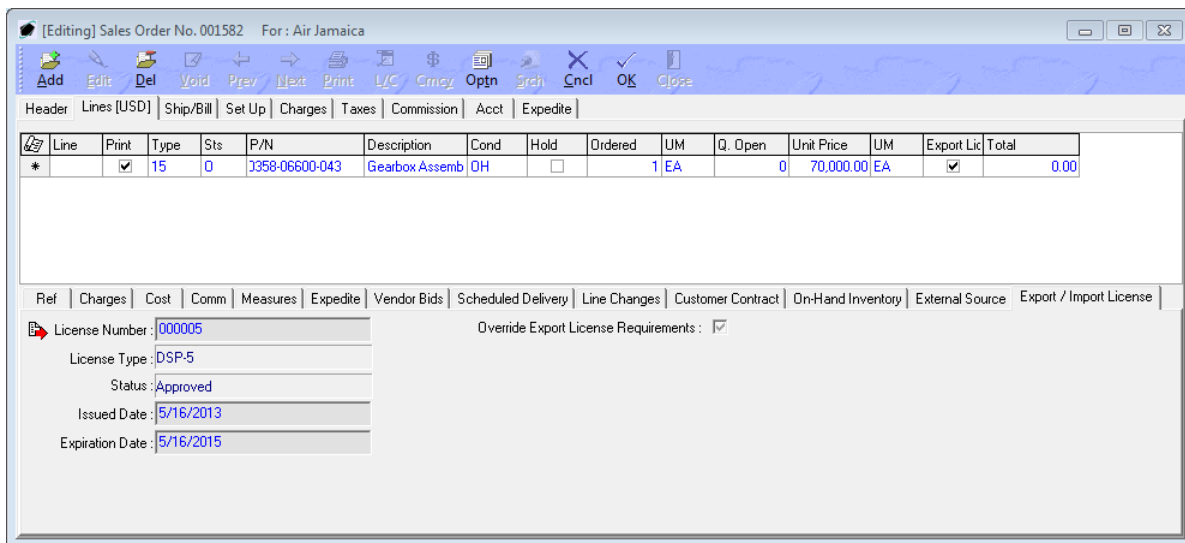
Search On: Licenses | Parts | Assigned Customers | App. Vendors  
Assigned Customers: All  
Approved Vendors: All  
Start With:   
Max Search Result Lines: 50

Drag a column header here to group by that column

License Number	License Type	License Issuer	Issued Date	Approved On	Exp. Date	Cancelled On	Lodged Date	Company
000005	Permanent Export	Department of Stat	5/16/2013	5/16/2013	5/16/2015			1

Buttons: OK, Cancel

- f. Select the appropriate license (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- g. The license information will be populated on the **Export/Import License** tab.



The 'Sales Order' window shows the 'Export / Import License' tab selected.

Header: Lines (USD) | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite

Line	Print	Type	Sts	P/N	Description	Cond	Hold	Ordered	UM	Q. Open	Unit Price	UM	Export Lic	Total
*	<input checked="" type="checkbox"/>	15	0	3358-06600-043	Gearbox Assemb	OH	<input type="checkbox"/>	1	EA	0	70,000.00	EA	<input checked="" type="checkbox"/>	0.00

License Number: 000005  
License Type: DSP-5  
Status: Approved  
Issued Date: 5/16/2013  
Expiration Date: 5/16/2015

Override Export License Requirements: ☒

CONTINUE TO NEXT PAGE



- h. The sales order will appear on the **Linked Documents** tab of the **Export Licenses Manager** window.

Settings   Approved Parts   Approved Vendors   Assigned Customers   <b>Linked Documents</b>   Modifications						
Drag a column header here to group by that column						
Doc Number	Doc Category	Date Entered	Account	Name	Part Number	Description
000879	Pick Ticket	6/27/2013 12:40:00 F	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot
001581	Sales Order	5/29/2013 11:53:25 A	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot
001582	Sales Order	6/27/2013 1:45:38 PM	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot

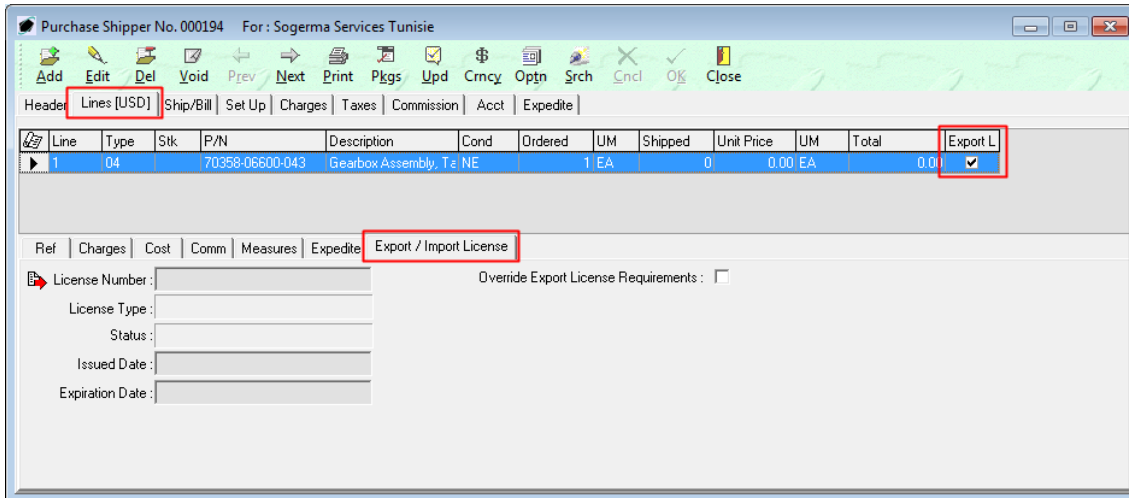
- i. Quantity and value balances on the license will be updated (if applicable).

*END OF SECTION*

## 7. Purchase Shipper

Identify that a line shipped to a vendor is covered under an export license

- Following the creation of a purchase shipper, left-click the **Lines** tab.



Purchase Shipper No. 000194 For: Sogerma Services Tunisie

Header | **Lines [USD]** | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite

Line	Type	Stk	P/N	Description	Cond	Ordered	UM	Shipped	Unit Price	UM	Total	Export L
1	04		70358-06600-043	Gearbox Assembly, Te NE		1	EA	0	0.00	EA	0.00	<input checked="" type="checkbox"/>

Ref | Charges | Cost | Comm | Measures | Expedite | **Export / Import License**

License Number:  Override Export License Requirements: ☐

License Type:

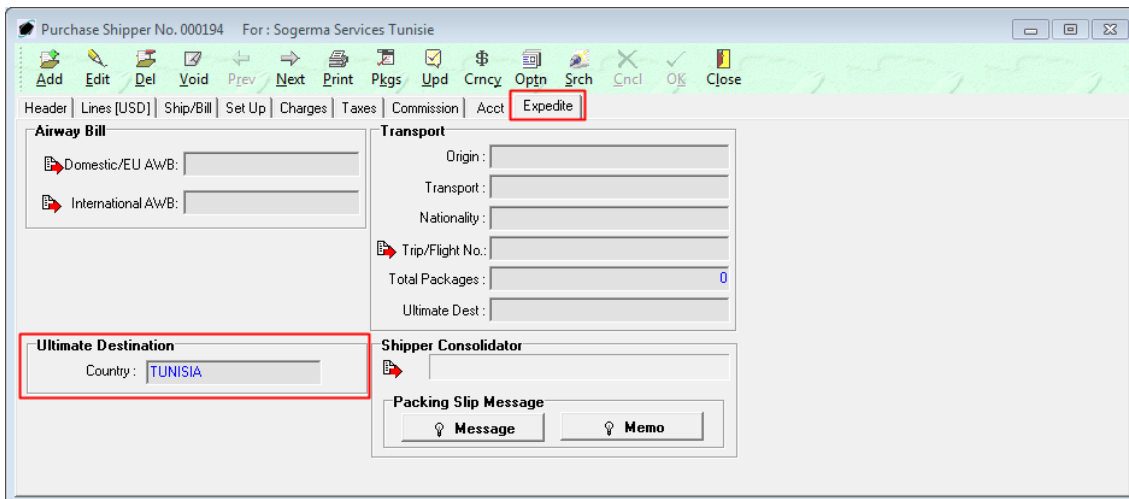
Status:

Issued Date:

Expiration Date:

With the Import/Export License Management Module licensed, a new **Export/Import License** tab appears in the line detail. There will also appear an additional column labeled “Export License Required” which will identify whether an export license is required for the part number identified on the line.

An **Ultimate Destination** field will appear on the **Expedite** tab identifying the country related to the vendor.



Purchase Shipper No. 000194 For: Sogerma Services Tunisie

Header | Lines [USD] | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | **Expedite**

**Airway Bill**

Domestic/EU AWB:

International AWB:

**Transport**

Origin:

Transport:

Nationality:

Trip/Flight No.:

Total Packages:  0

Ultimate Dest:

**Ultimate Destination**

Country:  TUNISIA

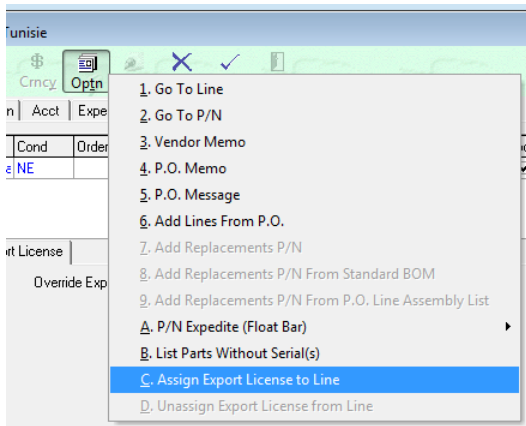
**Shipper Consolidator**

**Packing Slip Message**

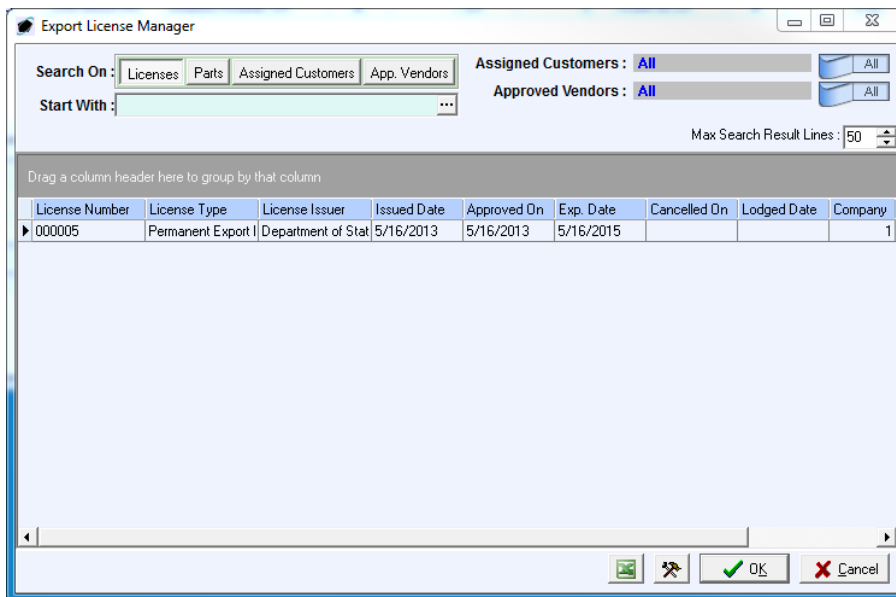
Message  Memo

- Left-click the **Edit** button on the **Purchase Shipper** window toolbar (if not in “Edit” mode).

- c. Left-click the **Optn** (Option) button in the **Purchase Shipper** window toolbar, and left-click **C. Assign Export License to Line**.



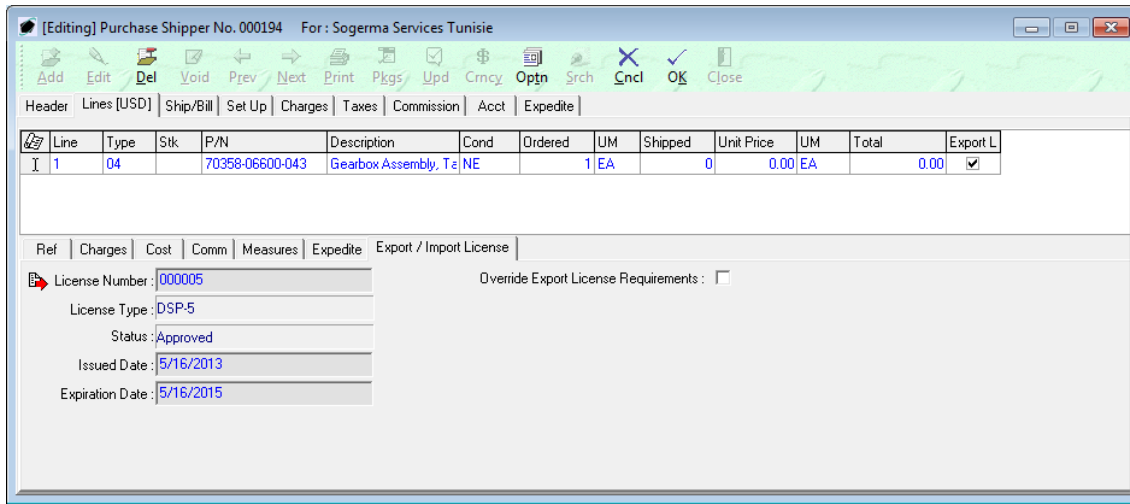
- d. The **Export License Manager** search window will appear.



- e. Select the appropriate license (left-click the line within the search window and left-click OK; or double-click the line within the search window).

CONTINUE TO NEXT PAGE

- f. The license information will be populated on the **Export/Import License** tab.



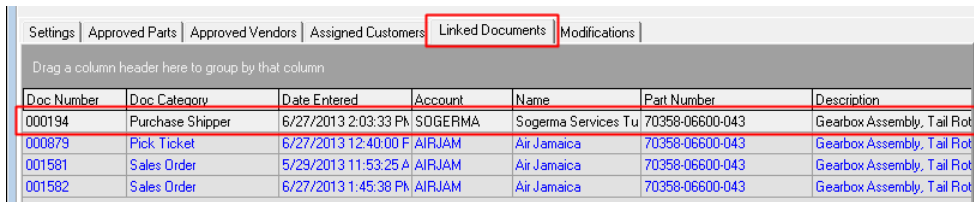
Line	Type	Stk	P/N	Description	Cond	Ordered	UM	Shipped	Unit Price	UM	Total	Export L
1	04		70358-06600-043	Gearbox Assembly, Tail Rot	NE	1	EA	0	0.00	EA	0.00	<input checked="" type="checkbox"/>

Ref | Charges | Cost | Comm | Measures | Expedite | Export / Import License

License Number: 000005  
 License Type: DSP-5  
 Status: Approved  
 Issued Date: 5/16/2013  
 Expiration Date: 5/16/2015

Override Export License Requirements: ☐

- g. The purchase shipper will appear on the **Linked Documents** tab of the **Export Licenses Manager** window.



Doc Number	Doc Category	Date Entered	Account	Name	Part Number	Description
000194	Purchase Shipper	6/27/2013 2:03:33 PM	SOGERMA	Sogerma Services Tu	70358-06600-043	Gearbox Assembly, Tail Rot
000879	Pick Ticket	6/27/2013 12:40:00 PM	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot
001581	Sales Order	5/29/2013 11:53:25 AM	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot
001582	Sales Order	6/27/2013 1:45:38 PM	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot

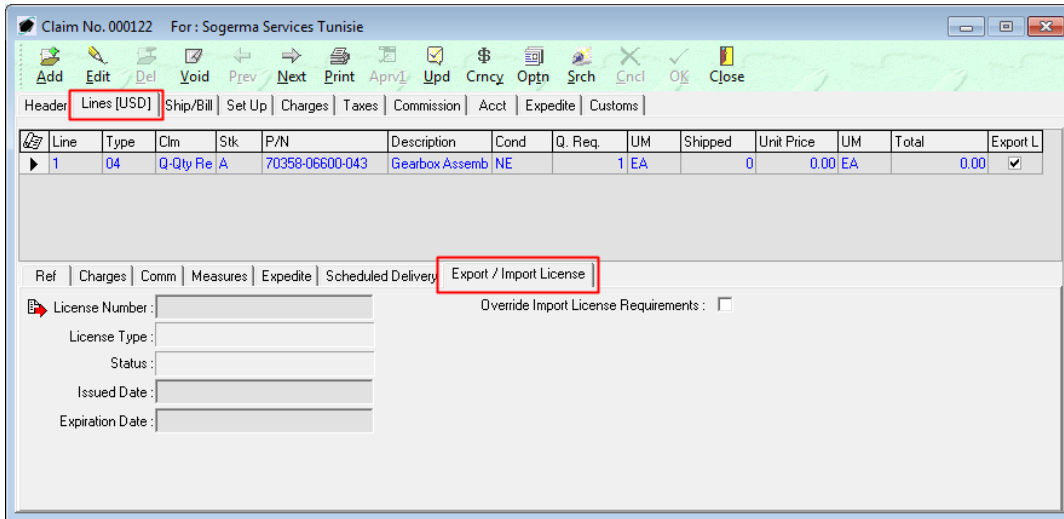
- h. Quantity and value balances on the license will be updated (if applicable).

END OF SECTION

## 8. Vendor Claims

Identify that a line shipped to a vendor is covered under an export license

- Following the creation of a vendor claim, left-click the **Lines** tab.



Claim No. 000122 For : Sogerma Services Tunisie

Header | **Lines [USD]** | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite | Customs

Line	Type	Clm	Stk	P/N	Description	Cond	Q. Req.	UM	Shipped	Unit Price	UM	Total	Export L
1	04	Q-Qty Re	A	70358-06600-043	Gearbox Assemb	NE	1	EA	0	0.00	EA	0.00	✓

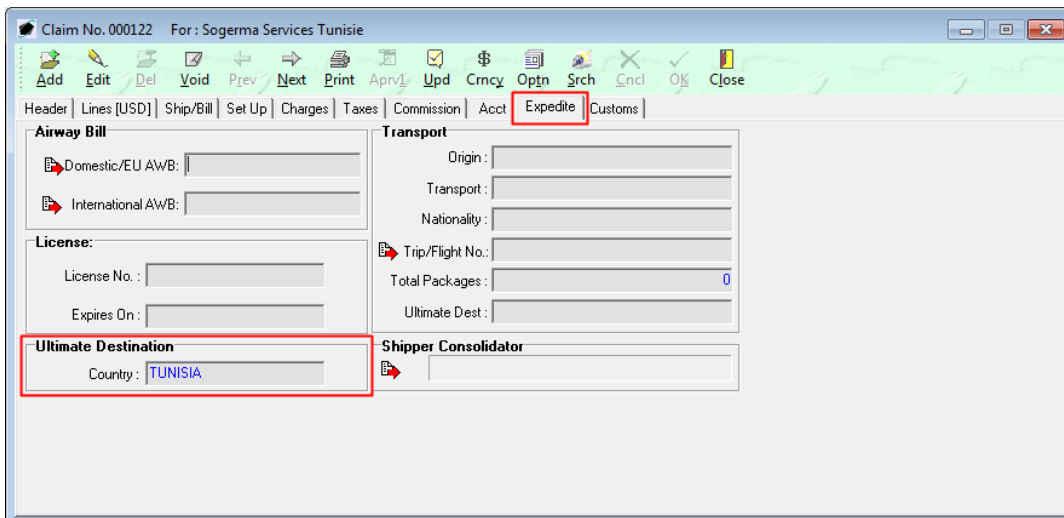
Ref | Charges | Comm | Measures | Expedite | Scheduled Delivery | **Export / Import License**

License Number :  
License Type :  
Status :  
Issued Date :  
Expiration Date :

Override Import License Requirements : ☐

With the Import/Export License Management Module licensed, a new **Export/Import License** tab appears in the line detail. There will also appear an additional column labeled “Export License Required” which will identify whether an export license is required for the part number identified on the line.

An **Ultimate Destination** field will appear on the **Expedite** tab identifying the country related to the vendor.



Claim No. 000122 For : Sogerma Services Tunisie

Header | Lines [USD] | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | **Expedite** | Customs

**Airway Bill**

Domestic/EU AWB :  
International AWB :

**License:**

License No. :  
Expires On :

**Ultimate Destination**

Country : TUNISIA

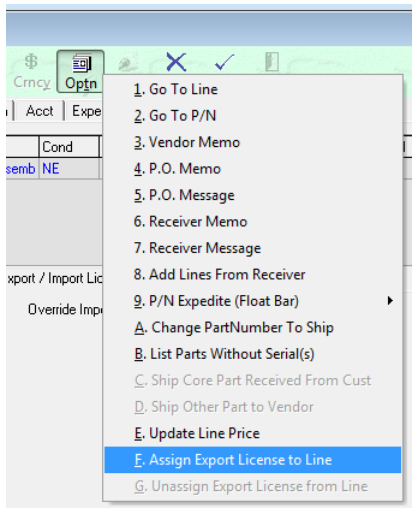
**Transport**

Origin :  
Transport :  
Nationality :  
Trip/Flight No. :  
Total Packages : 0  
Ultimate Dest :

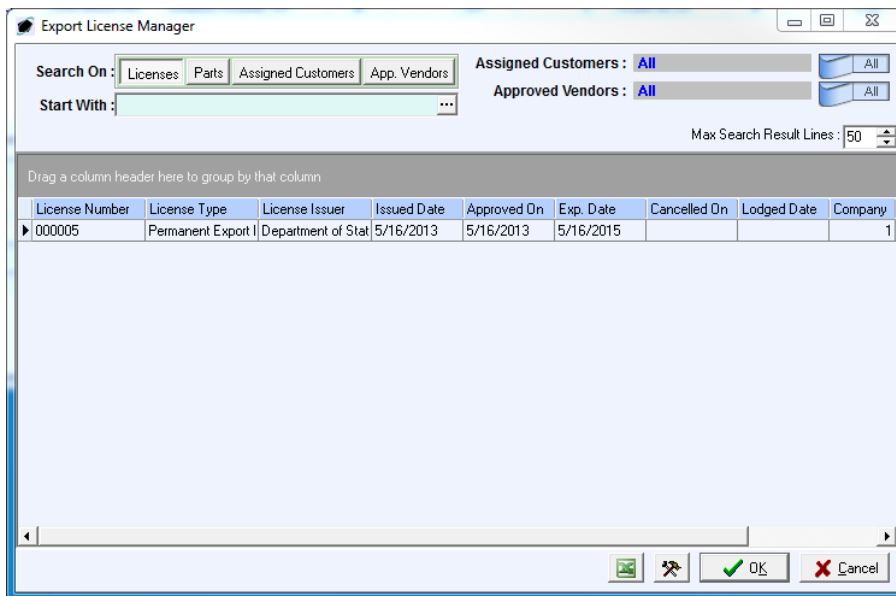
**Shipper Consolidator**

- Left-click the **Edit** button on the **Claim** window toolbar (if not in “Edit” mode).

- c. Left-click the **Optn** (Option) button in the **Claim** window toolbar, and left-click **F. Assign Export License to Line**.



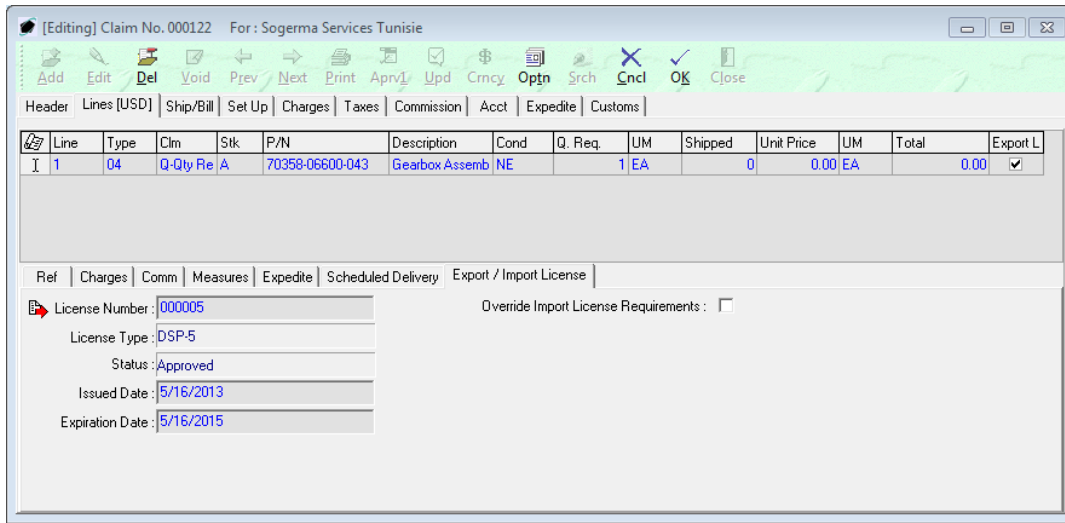
- d. The **Export License Manager** search window will appear.



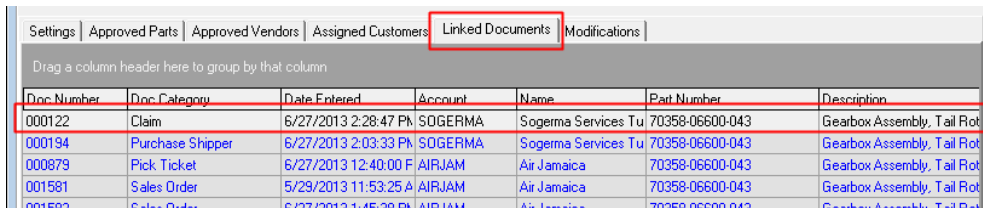
- e. Select the appropriate license (left-click the line within the search window and left-click OK; or double-click the line within the search window).

CONTINUE TO NEXT PAGE

- f. The license information will be populated on the **Export/Import License** tab.



- g. The claim will appear on the **Linked Documents** tab of the **Export Licenses Manager** window.



Doc Number	Doc Category	Date Entered	Account	Name	Part Number	Description
000122	Claim	6/27/2013 2:28:47 PM	SOGERMA	Sogerma Services Tu	70358-06600-043	Gearbox Assembly, Tail Rot
000194	Purchase Shipper	6/27/2013 2:03:33 PM	SOGERMA	Sogerma Services Tu	70358-06600-043	Gearbox Assembly, Tail Rot
000879	Pick Ticket	6/27/2013 12:40:00 F	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot
001581	Sales Order	5/29/2013 11:53:25 A	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot
001592	Sales Order	6/27/2013 1:45:38 PM	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot

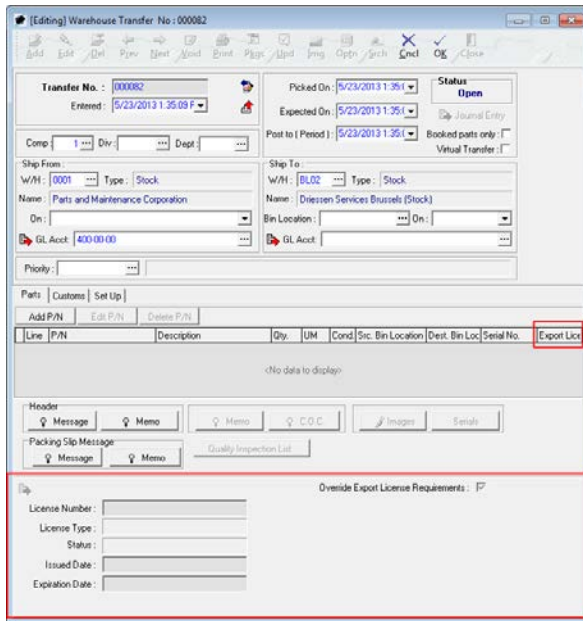
- h. Quantity and value balances on the license will be updated (if applicable).

END OF SECTION

## 9. Warehouse Transfer

Identify that a line transferred between warehouses is covered under an export license

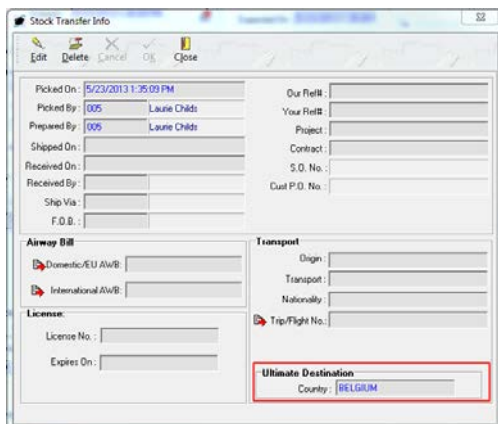
- Create a warehouse transfer.



The screenshot shows the 'Warehouse Transfer' window for Transfer No. 000082. The window includes fields for Transfer No., Entered date, Picked On, Expected On, Status, and various ship-to/from details. A table at the bottom lists transfer lines with columns: Line, P/N, Description, Qty, U/M, Cond, Src. Bin Location, Dest. Bin Loc, Serial No., and **Export Lic**. The 'Export Lic' column is highlighted with a red box. Below the table, there is a section for 'Override Export License Requirements' with fields for License Number, License Type, Status, Issued Date, and Expiration Date.

With the Import/Export License Management Module licensed, a new **Export/Import License** section appears at the bottom of the **Warehouse Transfer** window. There will also appear an additional column labeled "Export License Required" which will identify whether an export license is required for the part number identified on the line.

An **Ultimate Destination** field will appear on the **Stock Transfer Info** window identifying the country related to the destination warehouse.

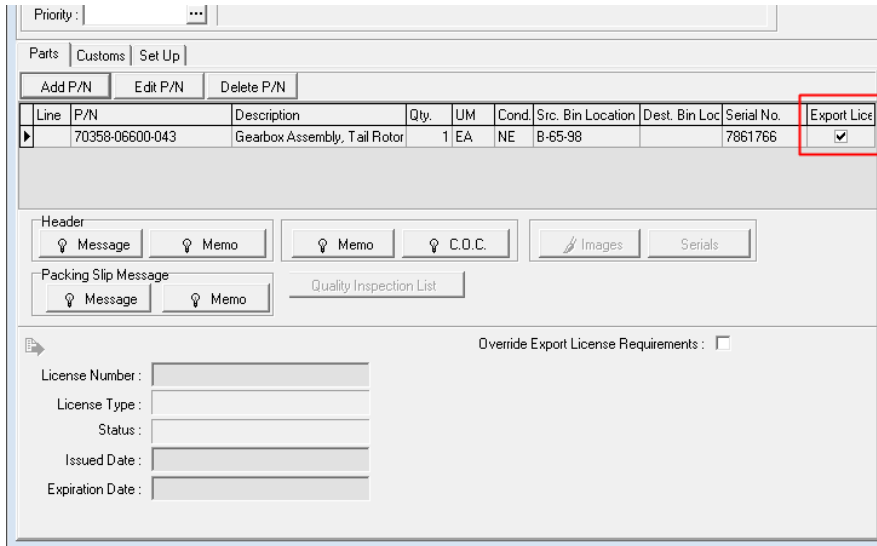


The screenshot shows the 'Stock Transfer Info' window. It contains fields for Picked On, Picked By, Prepared By, Shipped On, Received On, Received By, Ship Via, F.O.B., and various license numbers. A section at the bottom right, labeled 'Ultimate Destination', is highlighted with a red box and contains a 'Country' field with the value 'BELGIUM'.

- Left-click the **Edit** button on the **Warehouse Transfer** window toolbar (if not in "Edit" mode).



- c. Add the part number that is covered under the export license.



Line	P/N	Description	Qty.	UM	Cond	Src. Bin Location	Dest. Bin Loc	Serial No.	Export License
1	70358-06600-043	Gearbox Assembly, Tail Rotor	1	EA	NE	8-65-98		7861766	<input checked="" type="checkbox"/>

Header: Message Memo Memo C.O.C. Images Serials

Packing Slip Message: Message Memo Quality Inspection List

Override Export License Requirements: ☐

License Number:

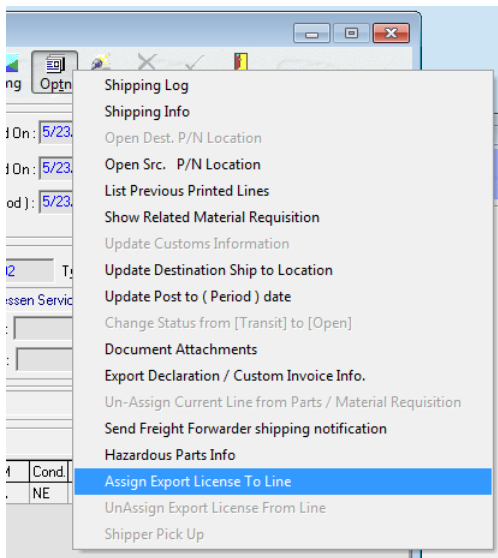
License Type:

Status:

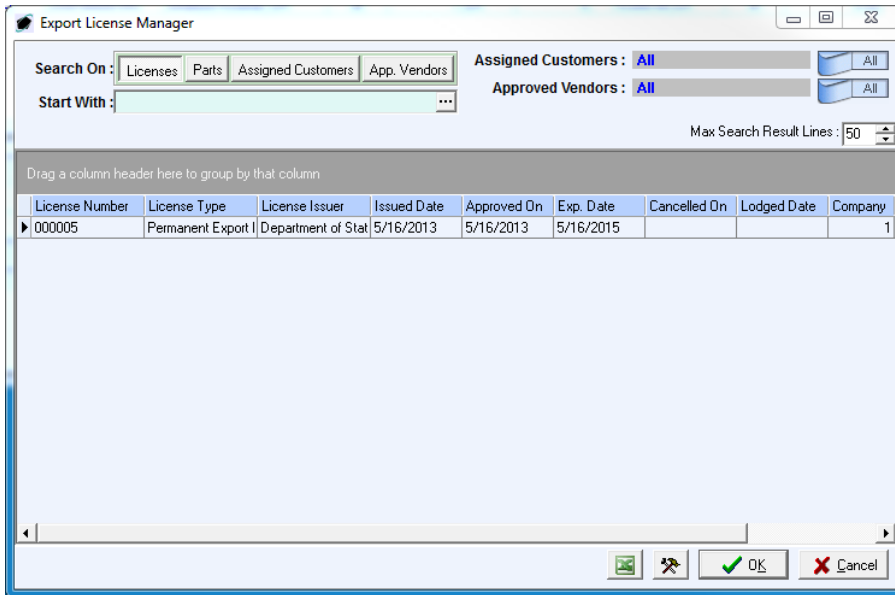
Issued Date:

Expiration Date:

- d. Left-click the **OK** button in the **Warehouse Transfer** window toolbar.
- e. Left-click the **Optn** (Option) button in the **Warehouse Transfer** window toolbar, and left-click **Assign Export License To Line**.



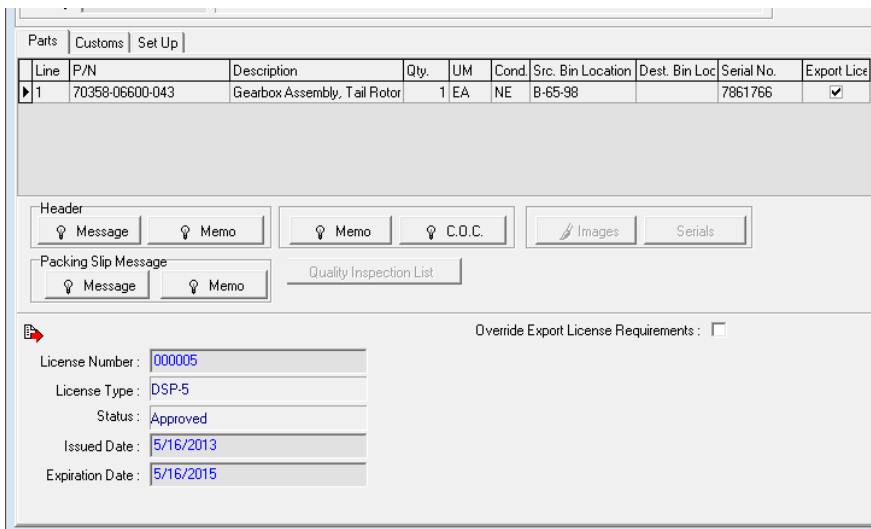
- f. The **Export License Manager** search window will appear.



The **Export License Manager** window displays search filters and a table of results. The **Search On** tabs include Licenses, Parts, Assigned Customers, and App. Vendors. The **Assigned Customers** and **Approved Vendors** are both set to **All**. The **Start With** field is empty. The **Max Search Result Lines** is set to 50. The table below shows the search results:

License Number	License Type	License Issuer	Issued Date	Approved On	Exp. Date	Cancelled On	Lodged Date	Company
000005	Permanent Export	Department of Stat	5/16/2013	5/16/2013	5/16/2015			1

- g. Select the appropriate license (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- h. The license information will be populated in the **Export/Import License** section.



The **Export/Import License** section displays the license information for the selected license. The **Parts** tab is active, showing a table of parts. The **Header** section includes buttons for Message, Memo, and C.O.C. The **Packing Slip Message** section includes buttons for Message and Memo. The **Quality Inspection List** button is also present. The **License Information** section displays the following details:

Line	P/N	Description	Qty.	UM	Cond.	Src. Bin Location	Dest. Bin Loc	Serial No.	Export Lice
1	70358-06600-043	Gearbox Assembly, Tail Rotor	1	EA	NE	8-65-98		7861766	✓

License Number: 000005  
License Type: DSP-5  
Status: Approved  
Issued Date: 5/16/2013  
Expiration Date: 5/16/2015

CONTINUE TO NEXT PAGE

- i. The warehouse transfer will appear on the **Linked Documents** tab of the **Export Licenses Manager** window.

Settings   Approved Parts   Approved Vendors   Assigned Customers   <b>Linked Documents</b>   Modifications						
Drag a column header here to group by that column						
Doc Number	Doc Category	Date Entered	Account	Name	Part Number	Description
000082	Warehouse Transfer	5/23/2013 1:35:09 PM			70358-06600-043	Gearbox Assembly, Tail Rot
000122	Claim	6/27/2013 2:28:47 PM	SOGERMA	Sogerma Services Tu	70358-06600-043	Gearbox Assembly, Tail Rot
000194	Purchase Shipper	6/27/2013 2:03:33 PM	SOGERMA	Sogerma Services Tu	70358-06600-043	Gearbox Assembly, Tail Rot
000879	Pick Ticket	6/27/2013 12:40:00 F	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot
001581	Sales Order	5/29/2013 11:53:25 A	AIRJAM	Air Jamaica	70358-06600-043	Gearbox Assembly, Tail Rot

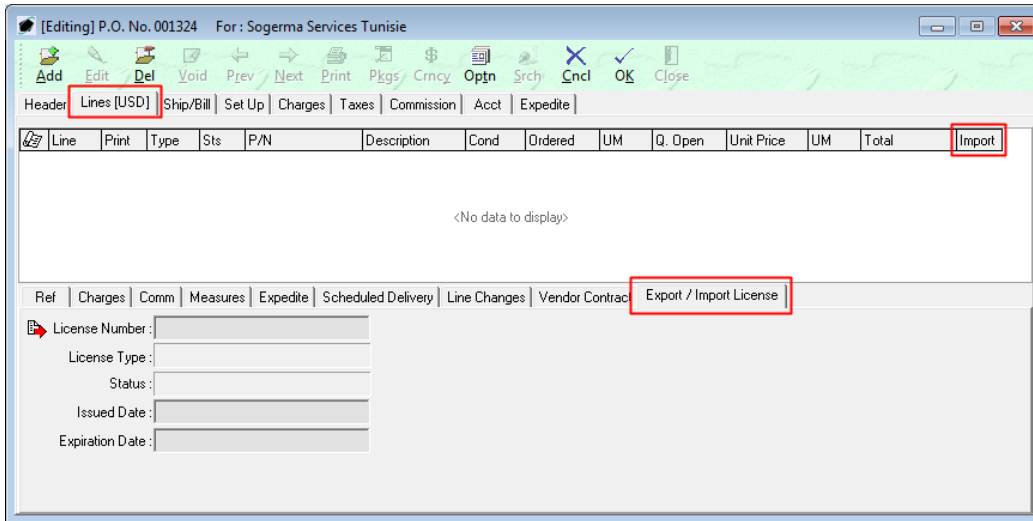
- j. Quantity and value balances on the license will be updated (if applicable).

*END OF SECTION*

## 10. Purchase Orders

Identify that a line purchased from a vendor is covered under an import license

- Following the creation of a purchase order, left-click the **Lines** tab.



[Editing] P.O. No. 001324 For : Sogerma Services Tunisie

Header **Lines [USD]** Ship/Bill Set Up Charges Taxes Commission Acct Expedite

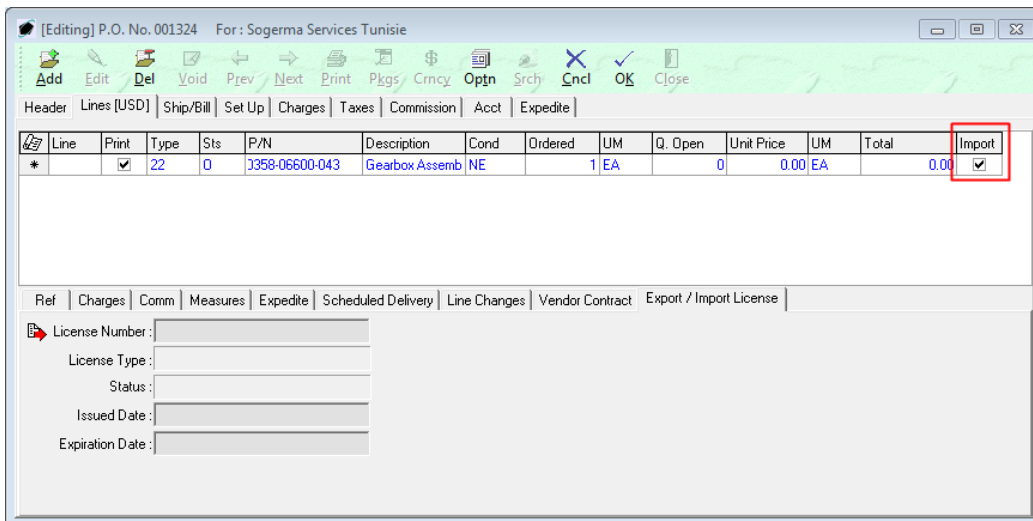
Line	Print	Type	Sts	P/N	Description	Cond	Ordered	UM	Q. Open	Unit Price	UM	Total	Import
<No data to display>													

Ref Charges Comm Measures Expedite Scheduled Delivery Line Changes Vendor Contract **Export / Import License**

License Number :  
License Type :  
Status :  
Issued Date :  
Expiration Date :

With the Import/Export License Management Module licensed, a new **Export/Import License** tab appears in the line detail. There will also appear an additional column labeled “Import” which will identify whether an import license is required for the part number identified on the line.

- Left-click the **Edit** button on the **Purchase Order** window toolbar (if PO is not in “Edit” mode).
- Add the part number that is covered under the import license.



[Editing] P.O. No. 001324 For : Sogerma Services Tunisie

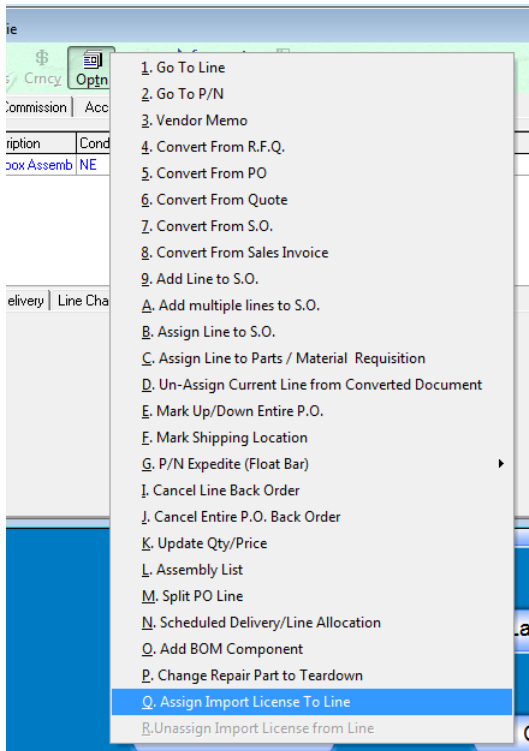
Header Lines [USD] Ship/Bill Set Up Charges Taxes Commission Acct Expedite

Line	Print	Type	Sts	P/N	Description	Cond	Ordered	UM	Q. Open	Unit Price	UM	Total	Import
*	<input checked="" type="checkbox"/>	22	0	3358-06600-043	Gearbox Assemb	NE	1	EA	0	0.00	EA	0.00	<input checked="" type="checkbox"/>

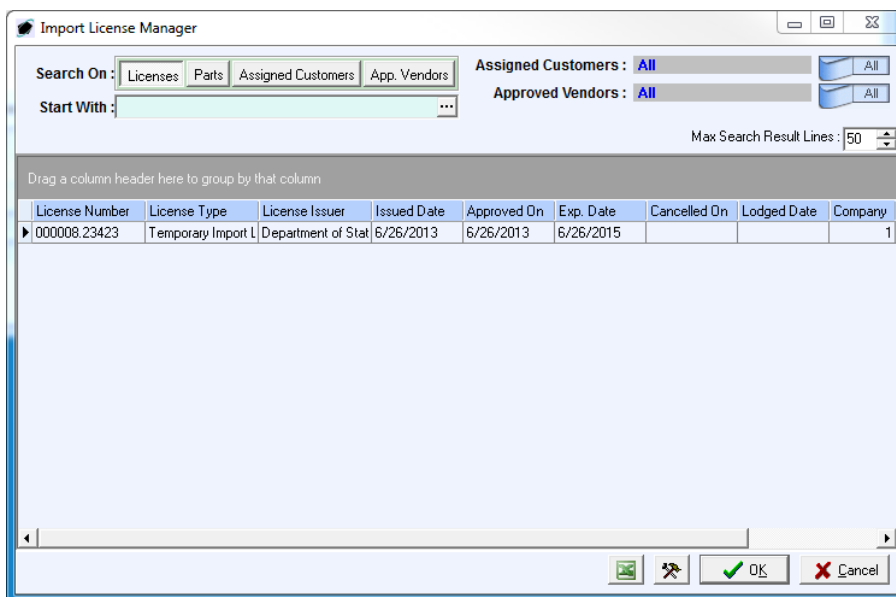
Ref Charges Comm Measures Expedite Scheduled Delivery Line Changes Vendor Contract **Export / Import License**

License Number :  
License Type :  
Status :  
Issued Date :  
Expiration Date :

- d. Left-click the **Optn** (Option) button in the **Purchase Order** window toolbar, and left-click **Q. Assign Import License To Line**.

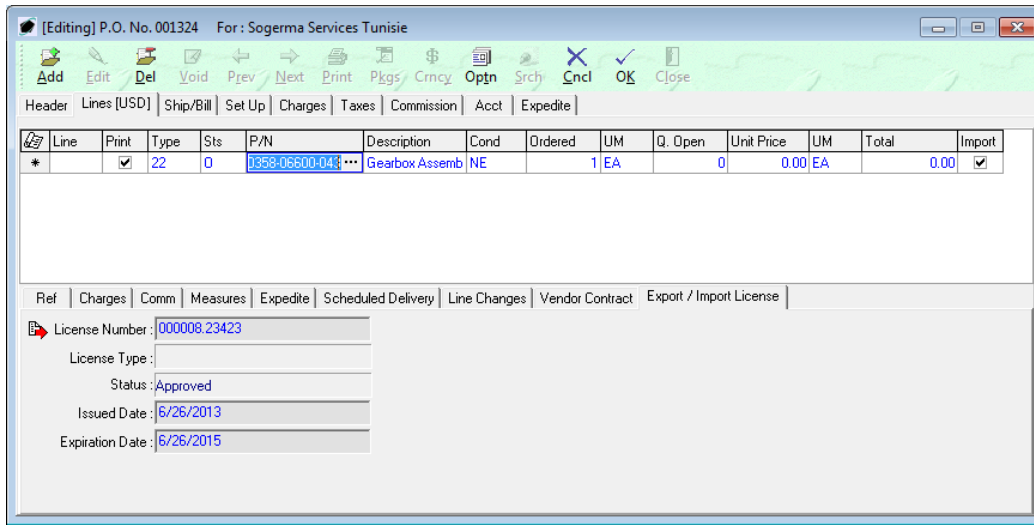


- e. The **Import License Manager** search window will appear.



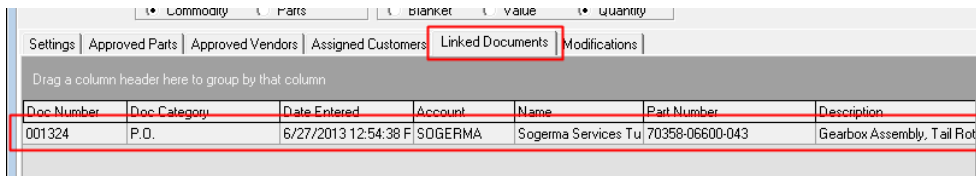
- f. Select the appropriate license (left-click the line within the search window and left-click OK; or double-click the line within the search window).

- g. The license information will be populated on the **Export/Import License** tab.



Line	Print	Type	Sts	P/N	Description	Cond	Ordered	UM	Q. Open	Unit Price	UM	Total	Import
22		0		0358-06600-043	Gearbox Assemb	NE	1	EA	0	0.00	EA	0.00	<input checked="" type="checkbox"/>

- h. The purchase order will appear on the **Linked Documents** tab of the **Import Licenses Manager** window.



Doc Number	Doc Category	Date Entered	Account	Name	Part Number	Description
001324	P.O.	6/27/2013 12:54:38 F	SOGERMA	Sogerma Services Tu	70358-06600-043	Gearbox Assembly, Tail Rot

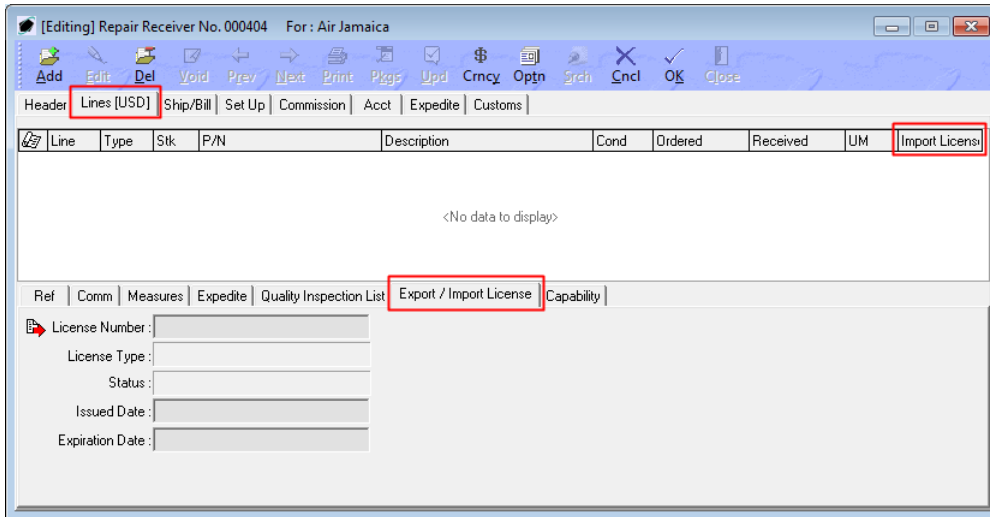
- i. Quantity and value balances on the license will be updated (if applicable).

END OF SECTION

## 11. Sales Receiver

Identify that a line received from a customer is covered under an import license

- Following the creation of a sales receiver, left-click the **Lines** tab.



[Editing] Repair Receiver No. 000404 For: Air Jamaica

Header **Lines [USD]** Ship/Bill Set Up Commission Acct Expedite Customs

Line	Type	Stk	P/N	Description	Cond	Ordered	Received	UM	Import License
<No data to display>									

Ref Comm Measures Expedite Quality Inspection List **Export / Import License** Capability

License Number:

License Type:

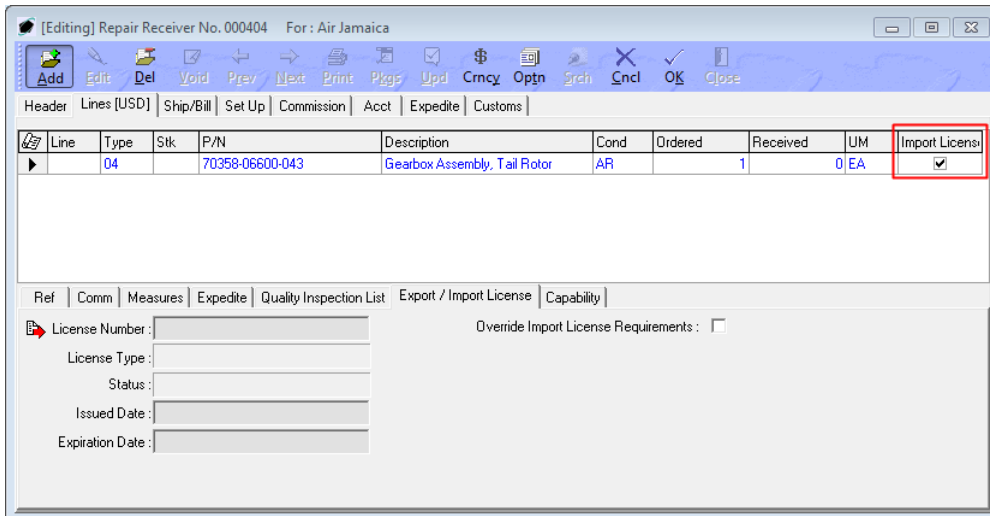
Status:

Issued Date:

Expiration Date:

With the Import/Export License Management Module licensed, a new **Export/Import License** tab appears in the line detail. There will also appear an additional column labeled “Import license Required” which will identify whether an import license is required for the part number identified on the line.

- Left-click the **Edit** button on the **Sales Receiver** window toolbar (if not in “Edit” mode).
- Add the part number that is covered under the import license.



[Editing] Repair Receiver No. 000404 For: Air Jamaica

Header Lines [USD] Ship/Bill Set Up Commission Acct Expedite Customs

Line	Type	Stk	P/N	Description	Cond	Ordered	Received	UM	Import License
04			70358-06600-043	Gearbox Assembly, Tail Rotor	AR	1	0	EA	<input checked="" type="checkbox"/>

Ref Comm Measures Expedite Quality Inspection List **Export / Import License** Capability

License Number:

License Type:

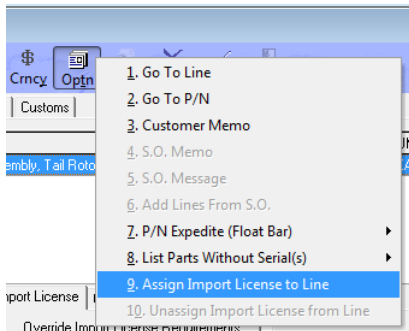
Status:

Issued Date:

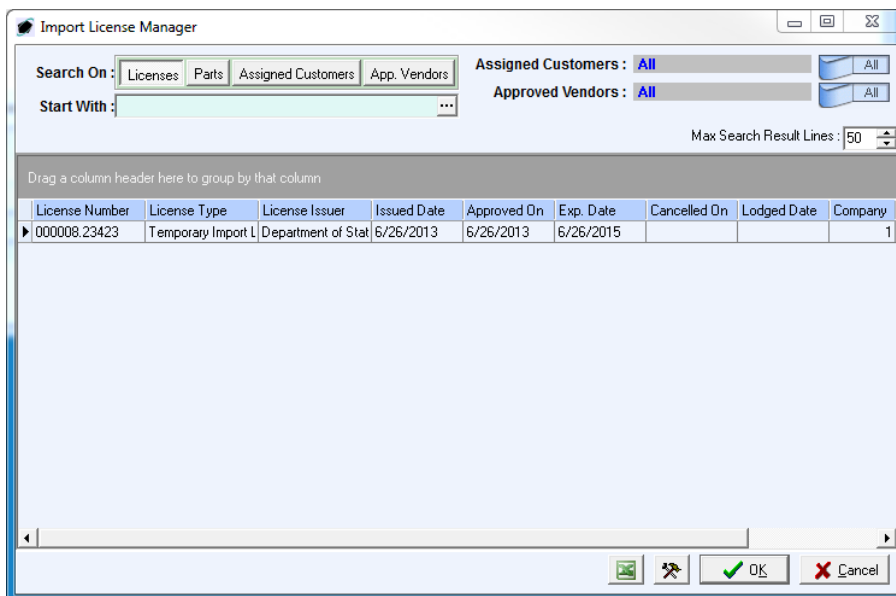
Expiration Date:

Override Import License Requirements: ☐

- d. Left-click the **Optn** (Option) button in the **Sales Receiver** window toolbar, and left-click **Q. Assign Import License To Line**.



- e. The **Import License Manager** search window will appear.



- f. Select the appropriate license (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- g. The license information will be populated on the **Export/Import License** tab.
- h. The purchase order will appear on the **Linked Documents** tab of the **Import Licenses Manager** window.
- i. Quantity and value balances on the license will be updated (if applicable).

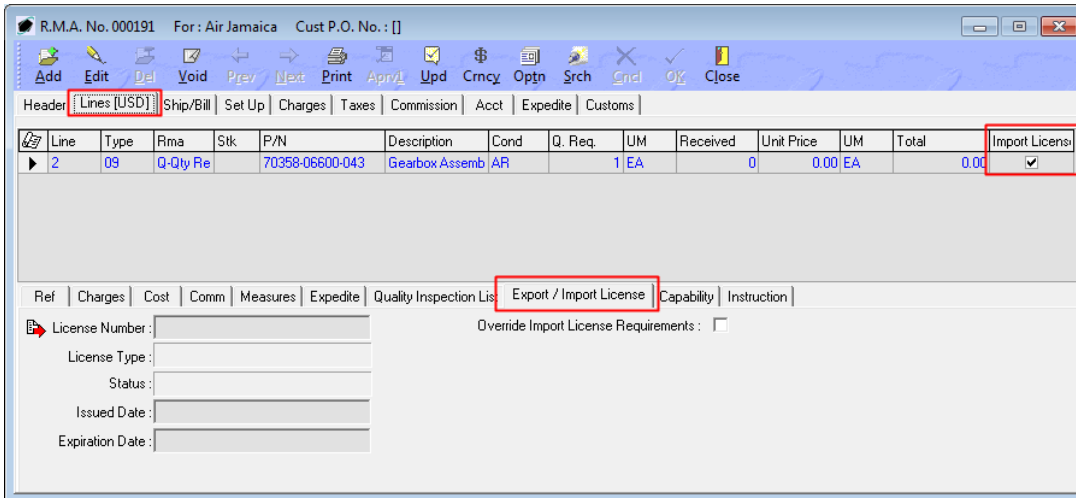
*END OF SECTION*



## 12. RMAs

Identify that a line returned from a customer is covered under an import license

- a. Following the creation of an RMA, left-click the **Lines** tab.



R.M.A. No. 000191 For: Air Jamaica Cust P.O. No.: []

Header | **Lines [USD]** | Ship/Bill | Set Up | Charges | Taxes | Commission | Acct | Expedite | Customs

Line	Type	Rma	Stk	P/N	Description	Cond	Q. Req.	UM	Received	Unit Price	UM	Total	Import License Required
2	09	Q-Qty Re		70358-06600-043	Gearbox Assemb	AR	1	EA	0	0.00	EA	0.00	<input checked="" type="checkbox"/>

Ref | Charges | Cost | Comm | Measures | Expedite | Quality Inspection List | **Export / Import License** | Capability | Instruction

License Number:

License Type:

Status:

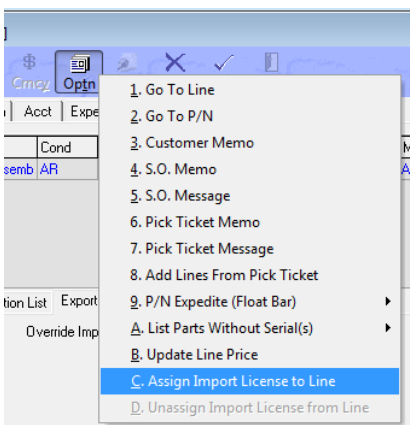
Issued Date:

Expiration Date:

Override Import License Requirements: ☐

With the Import/Export License Management Module licensed, a new **Export/Import License** tab appears in the line detail. There will also appear an additional column labeled “Import License Required” which will identify whether an import license is required for the part number identified on the line.

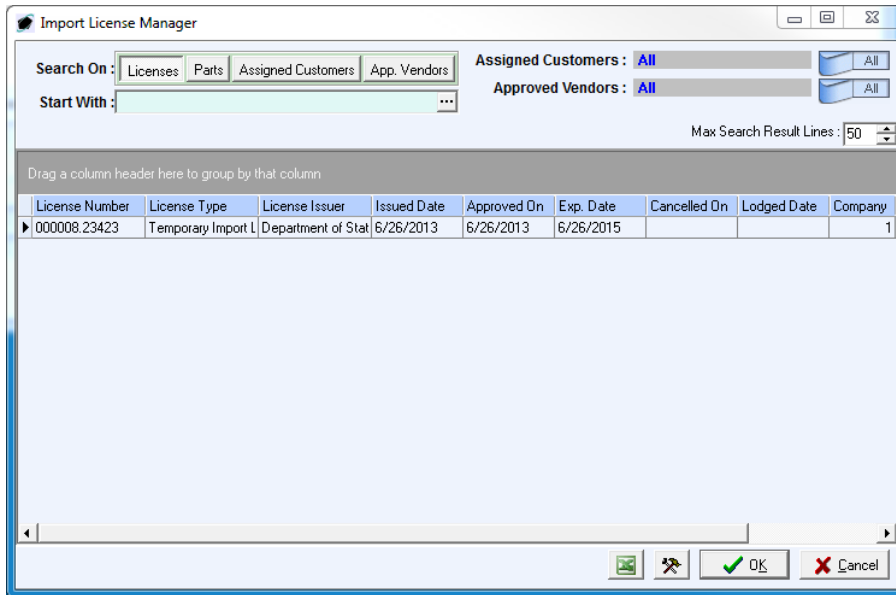
- b. Left-click the **Edit** button on the **RMA** window toolbar (if not in “Edit” mode).
- c. Left-click the **Optn** (Option) button in the **RMA** window toolbar, and left-click **Q. Assign Import License To Line**.



Crncy | **Optn**

- 1. Go To Line
- 2. Go To P/N
- 3. Customer Memo
- 4. S.O. Memo
- 5. S.O. Message
- 6. Pick Ticket Memo
- 7. Pick Ticket Message
- 8. Add Lines From Pick Ticket
- 9. P/N Expedite (Float Bar)
- A. List Parts Without Serial(s)
- B. Update Line Price
- C. Assign Import License to Line**
- D. Unassign Import License from Line

- d. The **Import License Manager** search window will appear.



Import License Manager

Search On: Licenses Parts Assigned Customers App. Vendors

Assigned Customers: All

Approved Vendors: All

Start With:

Max Search Result Lines: 50

Drag a column header here to group by that column

License Number	License Type	License Issuer	Issued Date	Approved On	Exp. Date	Cancelled On	Lodged Date	Company
000008.23423	Temporary Import L	Department of Sta	6/26/2013	6/26/2013	6/26/2015			1

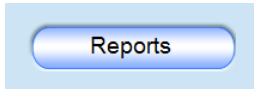
OK Cancel

- e. Select the appropriate license (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- f. The license information will be populated on the **Export/Import License** tab.
- g. The RMA will appear on the **Linked Documents** tab of the **Import Licenses Manager** window.
- h. Quantity and value balances on the license will be updated (if applicable).

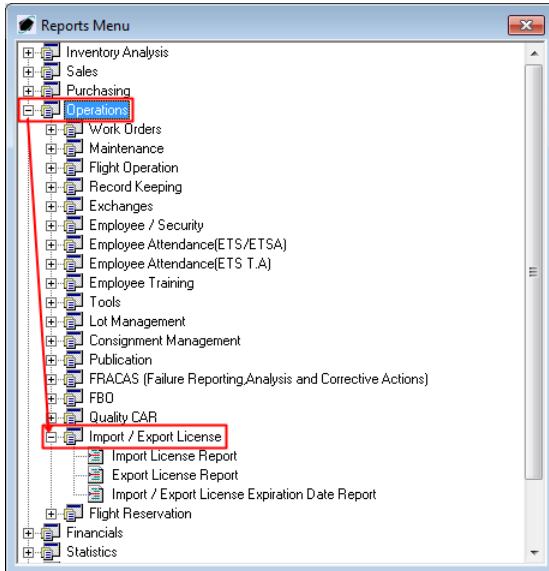
END OF SECTION



### 13. Reports

- a. From the **Main Menu** screen, left-click the **Reports** button.



- b. The **Reports Menu** window will appear.



- c. Left-click on the  to the left of **Operations** to expand the menu.
- d. Left-click on the  to the left of **Import/Export License** to expand the menu.
  - i. **Import License Report** – This report provides all details in regards to import licenses.
  - ii. **Export License Report** – This report provides all details in regards to export licenses.
  - iii. **Import/Export License Expiration Date Report** – This report provides a notification of when each license will be expiring.

END OF SECTION