



Infor LN Procurement User Guide for Landed Costs

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About this document

This document explains the process to set up and use landed costs. The use of landed costs for RFQs, purchase and transfer orders, order receipts, freight orders, purchase schedules, schedule receipts, ASNs, and the invoice matching of landed costs is also detailed.

Objectives

This document describes how to set up and use landed costs in the procurement process of LN.

Assumed knowledge

Although you need no detailed knowledge of the LN software to read this guide, understanding this document is easier if you have some basic knowledge about the functionality of the various logistic LN packages and Financials.

Document summary

This table shows the chapters of this guide:

Chapter number	Chapter title	Content
Chapter 1	Overview	Overview of landed costs
Chapter 2	Setup	Landed costs setup
Chapter 3	Requests for quotation (RFQs)	Landed costs on RFQs
Chapter 4	Orders	Landed costs on purchase orders and warehouse transfer orders
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Chapter 10	Fixed amounts	Fixed amounts of landed costs
Chapter 11	Invoice matching	Landed costs invoice matching

References

Use this guide as the primary reference for landed costs. Use the current editions of these related references to research information that is not covered in this guide:

- ***User Guide for Requests for Quotation (RFQs) U9821 US***
Use this guide to understand the request for quotation procedure.
- ***User Guide for Purchase Orders U9824 US***
Use this guide to understand the purchase order procedure.
- ***User Guide for Purchase and Sales Schedules U9541 US***
Use this guide to understand the purchase schedule procedure.

How to read this document

This document was assembled from online Help topics. As a result, references to other sections in the manual are presented as shown in the following example:

For details, refer to *Introduction*. To locate the referred section, please refer to the Table of Contents or use the Index at the end of the document.

Underlined terms indicate a link to a glossary definition. If you view this document online, clicking the underlined term takes you to the glossary definition at the end of the document.

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Landed costs – overview

Landed costs, which can be linked to purchase transactions, are the total of all costs that are associated with the procurement of an item until delivery and receipt in a warehouse. Landed costs typically include freight costs, insurance costs, customs duties, and handling costs. For specific landed costs, separate business partners can be involved. Landed costs give you insight into the real procurement costs of an item.

Landed costs in the procurement process

During the entire procurement process, landed costs must be taken into account:

- **Purchasing**
Landed costs can be added to requests for quotation (RFQs), purchase orders, warehouse transfer orders, freight orders, purchase schedules, and ASNs. These costs are defaulted, but they can be changed.
- **Receiving**
During the receiving process, all landed costs are defaulted and added to the inventory value of the received item.
- **Purchase invoice processing**
Users can receive, match, approve, and pay a purchase invoice for landed costs. Therefore, the inventory value of the received items will be updated. A purchase invoice can also be processed before the goods are received.

Cost basis for landed costs

Variable landed costs

Depending on the quantity, variable landed costs can be calculated using one of these methods:

- **By Quantity**
- **By Volume**
- **By Weight**
- **Percentage Value**

- **By Freight Management**
- **By Distance**
- **Surcharge Percentage**

Fixed landed costs

Fixed landed costs are calculated using the **Fixed Amount** method. In that case, landed costs can be specified per:

- RFQ bidder (header)
- RFQ response (line)
- Purchase order header
- Purchase order line
- Shipment notice header
- Receipt header
- Receipt line

If a fixed amount is specified on header level, this amount is apportioned to the lines.

Landed costs setup

Before landed costs can be linked to purchase transactions, you must define the master data.

Landed costs on purchase transactions

Landed costs are linked to requests for quotation (RFQs), purchase orders, warehouse transfer orders, freight orders, purchase schedules, ASNs, and receipts using landed cost lines.

A landed cost line can be:

- Automatically generated, based on a landed costs scenario
- Copied from the origin to which the landed cost line was initially linked
- Manually specified or modified

Matching and approving of purchase invoices

Purchase invoices for landed costs can be received, registered, and paid in Accounts Payable, like regular purchase invoices.

- During the warehouse receipt, invoice receipt lines are created for the regular purchase lines and for the landed cost lines.
- Purchase invoices for landed costs will be registered as **Invoice Related to Landed Costs**.
- Based on a purchase number or packing slip number, purchase invoices can be matched with the landed cost receipt lines, and then approved.
- Matching can be done individually and by range.

Landed costs – setup

To set up landed costs:

1. In the Implemented Software Components (tccom0500m000) session, on the **Concepts (Logistics)** tab, ensure that the **Landed Costs** check box is selected.
2. In the Landed Costs Parameters (tclct0100m000) session, specify these settings:
 - **Landed Costs Search Date**
 - **Recalculate Landed Costs**
 - **Method of Calculating Average Landed Cost Price**
 - **Write Landed Costs for Purchase Push Schedules**
 - **Apportion Fixed Amounts for Purchase Orders upon**
3. In the Landed Cost Types (tclct0110m000) session, specify landed cost types.
4. In the Landed Costs (tclct1115m000) session, specify landed costs.
5. In the Landed Costs Classifications (tclct0120m000) session, specify landed costs classifications.
6. In the Landed Costs Sets (tclct1100m000) session, specify landed costs sets.
7. In the Scenarios by Landed Costs Set (tclct1105m000) session, specify landed costs scenarios.

Chapter 3

Requests for quotation (RFQs)

3

Landed costs – requests for quotation (RFQs)

This topic explains how landed costs are used in combination with requests for quotation (RFQs).

Note

- The **Apply Landed Costs on Request for Quotation** check box in the Landed Costs Parameters (tclct0100m000) session determines if landed costs can be linked to an RFQ.
- An RFQ includes the RFQ header, RFQ line, RFQ bidder, RFQ response, and RFQ negotiation objects. Landed costs can only be linked to an RFQ bidder, RFQ response, and RFQ negotiation.

After receiving the bidders' RFQ responses, the landed costs can be considered when comparing the results. Landed costs can be charged by the supplier of the goods (bidder), and also by a third party supplier, such as the carrier responsible for the transport of the goods.

Bidder landed costs are applicable if the **Buy-from Business Partner** of the landed cost line and the **Bidder** of the RFQ are the same. If not, *third party landed costs* are applicable. Both bidder landed costs and third party landed costs can be linked to an RFQ.

Bidder landed costs can be negotiated during the RFQ negotiation process. Third party landed costs cannot be negotiated.

Landed costs - RFQ Bidder

To link landed costs to an **RFQ Bidder**, the following steps are executed:

Step 1: Search for RFQ Bidder landed costs

When an RFQ bidder is specified, LN searches for active landed costs sets in the Scenarios by Landed Costs Set (tclct1105m100) session, based on:

- The **Landed Costs Search Date**, as specified in the Landed Costs Parameters (tclct0100m000) session.
- The **Used for** field, which must be set to **Order Header**.
- The RFQ Bidder search fields, which must match the landed costs scenario's search attributes.

- The **Priority**.

Step 2: Link landed costs to RFQ Bidder

When a landed costs set is identified, the landed costs are saved in the Landed Cost Lines (tclct2100m000) session. This session is linked to the RFQ Bidder in the RFQ Bidders (tdpur1505m000) session. The **Landed Cost Line Origin** is set to **Master Data** for these RFQ Bidder landed cost lines.

Step 3: Update landed cost lines

If required, you can manually update the retrieved landed cost lines and add or delete the lines. This is only applicable if no **Accepted** or **Processed** responses exist for the RFQ Bidder. Updates to RFQ Bidder landed costs are synchronized with the landed costs of the related RFQ Responses.

Note

- The RFQ bidder does not include quantity, price, or amount data. Therefore, no landed cost amount is calculated for the RFQ Bidder.
- To retrieve specific landed costs for an RFQ Bidder, you can specify the **Landed Costs Classification** field in the RFQ Bidders (tdpur1505m000) session.

Landed costs - RFQ Response

RFQ Responses are generated and the landed costs are retrieved automatically. The landed costs are retrieved when the status of the response line is **Responded** or **Negotiating**.

RFQ Response landed costs can be:

- Synchronized from the RFQ Bidder.
- Apportioned from the RFQ Bidder. This applies to landed costs for which the **Calculation Method** field is set to **Fixed Amount** and the **Fixed Amount Level** is **Order Header**, **Shipment Notice**, or **Receipt Header** in the Landed Cost Lines (tclct2100m000) session. Apportioned lines are not negotiable and cannot be updated on the RFQ Response.
- Defaulted from the master data.
LN searches for *active* landed costs sets in the Scenarios by Landed Costs Set (tclct1105m100) session, based on:
 - The **Landed Costs Search Date**, as specified in the Landed Costs Parameters (tclct0100m000) session.
 - The **Used for** field, which must be **Order Line** or **Schedule and Order Line**.
 - The RFQ Response search fields, which must match the landed costs scenario's search attributes.
 - The **Priority**.

To avoid creating the same landed costs twice, the synchronized landed costs are skipped.

When a landed costs set is found, the landed costs are stored in the Landed Cost Lines (tclct2100m000) session. This session is linked to the RFQ Response in the RFQ Responses (tdpur1506m000) session.

The **Landed Cost Line Origin** is set to **RFQ Bidder** or **Master Data** for these RFQ Response landed cost lines.

You can update, add, or delete the landed cost lines. After an RFQ negotiation is available for the response line in the RFQ Negotiations (tdpur1606m000) session, you can no longer update the landed costs for the response line. LN synchronizes the last negotiation line's landed costs with the response line.

Note

In the RFQ Responses (tdpur1506m000) session:

- Specify the **Landed Costs Classification** field to retrieve specific landed costs for an RFQ Response.
- You can view the bidder landed costs and the third party landed costs separately for the linked landed costs.

Landed costs - RFQ Negotiation

An RFQ negotiation can be used to negotiate about the bidder's response. When specifying the first negotiation line, the landed costs from the **RFQ Response** are copied to the **RFQ Negotiation**. Apportioned landed cost lines are not displayed, because the lines are not negotiable.

An RFQ negotiation includes the response of the bidder and counter proposal of the buyer which are linked to their respective landed cost lines.

You can update, add, or delete the landed cost lines as long as the RFQ negotiation is not acknowledged. Updates to the last RFQ Negotiation landed costs are synchronized with the landed costs of the RFQ Response.

When copying an RFQ negotiation line, the landed costs of both the response and the counter proposal are copied.

Note

In the RFQ Negotiations (tdpur1606m000) and RFQ Negotiations (tdpur1109m000) sessions, you can view the bidder landed costs and the third party landed costs separately. Only the bidder landed costs are negotiable.

Maintaining landed costs for RFQs

If a *search* field on the RFQ bidder, RFQ response, or RFQ negotiation is modified, the landed costs can be recalculated. The **Recalculate Landed Costs** field in the Landed Costs Parameters (tclct0100m000) session is used to determine the recalculation process.

You can use the Landed Cost Lines by RFQ Bidder (tclct2100m600) session to manually change, add, cancel, or delete landed cost lines for an **RFQ Bidder**, **RFQ Response**, or **RFQ Negotiation**.

You cannot change, cancel, delete, or add landed cost lines if:

- **RFQ Bidder**
An **Accepted**, **Processed**, or **Rejected** response exists for the **RFQ Bidder**.
- **RFQ Response**
The response status is **Accepted**, **Processed**, or **Rejected**, or an RFQ negotiation exists for the **RFQ Response**.
- **RFQ Negotiation**
The RFQ negotiation is acknowledged.

If you change or cancel landed cost lines in the Landed Cost Lines by RFQ Bidder (tclct2100m600) session, and you click **Apply to all** on the appropriate menu, the changes made to the line are applied to all other lines of the RFQ with the same combination of **Landed Costs Code**, **Landed Cost Type**, and **Buy-from Business Partner**. If a new landed cost line is added, you can add this landed cost line to the existing lines of the RFQ for which the landed cost line is not yet linked and for which the combination of **Landed Costs Code**, **Landed Cost Type**, and **Buy-from Business Partner** does not exist.

Comparing RFQ responses

Click **Compare** on the appropriate menu of the Request for Quotation Lines (tdpur1502m000), RFQ Bidders (tdpur1505m000), or RFQ Responses (tdpur1506m000) sessions to compare response lines in the RFQ Compare Responses (tdpur1600m100) session. The response lines must have the status **Responded**, **Negotiating** or **Accepted**.

You can perform a comparison based on:

- Criteria set
- Prices
- Criteria set grouped by bidder
- Prices grouped by bidder

For all comparisons, the landed costs can be considered.

Converting RFQ responses

You can convert a response line to a purchase order, purchase contract, or price book.

The landed costs are converted only if the response line is converted to a purchase order. Landed costs are not linked to purchase contracts and price books, which means the landed costs are ignored during conversion.

If the **Apply Landed Costs** check box is selected for the RFQ header, a response line's landed costs are copied to the resulting purchase order. If this check box is selected, but the response line does not have linked landed costs, LN does not retrieve landed costs for the purchase order. If this check box is cleared, the landed costs are not copied from the response line, but are defaulted from the landed costs master data for the purchase order.

When converting a response line's landed costs to a purchase order, no distinction is made between bidder and third party landed costs for the purchase order. Therefore, if you do not want to copy the

third party landed costs, you must delete or cancel these costs on the response before converting the response line to the purchase order.

Landed costs – orders

This topic explains how landed costs are used in combination with purchase orders and warehouse transfer orders.

Landed costs - purchase orders and warehouse transfer orders

To link landed costs to purchase orders and warehouse transfer orders, the following steps are completed:

Step 1: Search for order header landed costs

When an order header is created and saved, LN searches for *active* landed costs sets in the Scenarios by Landed Costs Set (tclct1105m100) session, based on:

- The **Landed Costs Search Date**, as specified in the Landed Costs Parameters (tclct0100m000) session.
- The **Used for** field, which must be **Order Header**.
- The order header (search) fields, which must match the landed costs scenario's search attributes.
- The **Priority**.

Step 2: Link landed costs to order header

When a landed costs set is found, the landed costs are stored in the Landed Cost Lines (tclct2100m000) session. This session is linked to the purchase order header in the Purchase Orders (tdpur4100m000) session or the warehouse transfer order header in the Warehousing Orders (whinh2100m000) session. The **Landed Cost Line Origin** reads **Master Data** for these header landed cost lines.

Step 3: Update landed cost lines

If required, users can manually update the retrieved landed cost lines and add or delete lines.

Step 4: Search for, link, and update order line landed costs

When purchase or transfer order lines are created, steps similar to steps 1–3 apply.

Step 5: Copy order header landed costs to order lines

The header landed costs, if available, are distributed across the lines.

- To accomplish this, these methods exist:
 - **Apportioning**
If the **Calculation Method** field is **Fixed Amount** and the **Fixed Amount Level** is **Order Header**, **Shipment Notice**, or **Receipt Header** in the Landed Cost Lines (tclct2100m000) session, the header landed costs are apportioned to the lines. For more information, refer to *Landed costs – fixed amounts (p. 41)*.
 - **Synchronization**
If the **Fixed Amount Level** is **Order Line** or **Receipt Line** in the Landed Cost Lines (tclct2100m000) session, the header landed costs are synchronized with the lines based on the **Calculation Method**.
After apportioning or synchronizing, the landed costs are stored in the Landed Cost Lines (tclct2100m000) session, which is linked to the order line. The **Landed Cost Line Origin** is **Order Header** for these line landed cost lines.

Note

Various landed cost lines can be automatically linked to the same purchase order line or transfer order line.

These are the landed cost lines that:

- Originate from the header and contain a synchronized or apportioned landed cost amount.
- Are newly generated based on a master data cost set.

Maintaining landed costs

If a change is made to an order header or a line *search* field, and depending on the **Recalculate Landed Costs** setting in the Landed Costs Parameters (tclct0100m000) session, LN can search for a new landed costs set. If found, the cost lines with the **Master Data** origin are deleted and the new cost lines are added.

You can use the Landed Cost Lines by Purchase Order (tclct2100m300) and Landed Cost Lines by Warehouse Order (tclct2100m500) sessions to manually change, add, cancel, or delete landed cost lines for a specific purchase order or warehouse transfer order.

You can manually change, cancel, delete, or add landed cost lines if the following are applicable:

- **Order header**
No receipt or advance shipment notice is linked to any of the order lines.
- **Order line**
No receipt or advance shipment notice is linked to the order line.

If you change or cancel landed cost lines in the Landed Cost Lines by Purchase Order (tclct2100m300) or Landed Cost Lines by Warehouse Order (tclct2100m500) sessions and on the appropriate menu you click **Apply to all**, the changes made to the line are also processed to all other lines of the order with the same combination of **Landed Costs Code**, **Landed Cost Type**, and **Buy-from Business Partner**. This also applies if you add a line. When a new landed cost line is added for an order line, you can automatically add this landed cost line to all other order lines for which the landed cost line is not linked yet and, therefore, for which the combination of **Landed Costs Code**, **Landed Cost Type**, and **Buy-from Business Partner** does not exist.

Landed costs and commingling

Before approval, purchase orders and order lines can be commingled into one purchase order. Landed cost lines can be linked to purchase orders or order lines only during the commingling process. Orders and order lines with the **For Commingling** check box selected cannot have linked landed cost lines.

Landed costs and purchase order approval

If a purchase order is automatically approved, the landed costs are recalculated based on the **Recalculate Landed Costs** parameter in the Landed Costs Parameters (tclct0100m000) session.

If you manually approve a purchase order and you want to recalculate the landed costs during approval, select the **Recalculate Landed Costs** check box in the Approve Purchase Orders (tdpur4210m100) session.

If the purchase order must be validated against approval rules in the Approval Rules (tdpur0191m000) session, the landed cost amount is also included in the checked amount.

Landed costs and backorders

Backorder lines are handled as normal order lines. Therefore, LN searches for an active landed costs set for the backorder line. No interaction exists between the parent order line and the backorder line.

Order-header-based fixed amounts are not reapportioned to the backorder lines, because reapportioning is no longer applicable if a receipt is linked to at least one order line. Fixed amounts at receipt level can still be applicable.

Processing landed cost lines

If all steps are carried out for the order procedure, purchase order lines can be processed in the Process Delivered Purchase Orders (tdpur4223m000) session. The landed cost lines that are linked to the actual receipts for the order line are also processed.

In the Landed Cost Lines (tclct2100m000) session, for a processed landed cost line the following applies:

- The **Processed** check box is selected and receipt history is written to the Landed Cost Line History (tclct2550m000) session.
- If the landed cost line was already matched and approved in Accounts Payable (ACP), the **Update Status of Actual Purchase Costs** field is set to **Actual Costs Updated**. Otherwise,

you must reprocess the purchase order line after finishing the matching and approval process in Accounts Payable (ACP).

If, in the Landed Cost Lines (tlclct2100m000) session, the **Update Status of Actual Purchase Costs** field is **Actual Costs Updated** and the **Invoicing Status** is **All Approved**, the landed cost line is finished and can be deleted in the Delete Purchase Orders (tdpur4224m000) session.

Chapter 5

Order receipts

5

Landed costs – order receipts

This topic explains how landed costs are used in combination with receipts for purchase orders and warehouse transfer orders.

Note

If you also use advance shipment notices for purchase orders, refer to *Landed costs – advance shipment notices* (p. 37).

How landed costs are linked to receipts depends on where the item receipt must be recorded.

Type of item	Receive item in	Type of receipt
Non-inventory item	Procurement	Purchase receipt
Inventory item	Warehousing	Warehouse receipt

Purchase receipts

To receive non-inventory items, you must create receipts in the Purchase Receipts (tdpur4106m000) session. The landed costs of the order line or advance shipment notice (ASN) line are automatically copied to the purchase receipt. The landed cost lines are stored in the Landed Cost Lines (tclct2100m000) session, which is linked to the Purchase Receipts (tdpur4106m000) session. For partial purchase receipts, the order/ASN line landed costs are divided over the receipt lines. For examples, refer to *Landed costs – fixed amounts* (p. 41).

After confirmation, the following can be changed for the purchase receipt line:

- Quantities and the final receipt status in the Correct Purchase Receipt (tdpur4106s100) session.
- The price and discounts in the Change Price and Discounts after Receipt (tdpur4122m000) session.
- The landed cost lines that are linked to the receipt line in the Landed Cost Lines by Receipt (tclct2100m100) session.

Warehouse receipts

To receive inventory items, you must create receipts in the Warehouse Receipt (whinh3512m000) session.

The warehouse receipt header can contain only landed cost lines for which the **Calculation Method** field is **Fixed Amount** and the **Fixed Amount Level** is **Receipt Header** in the Landed Cost Lines (tclct2100m000) session. When a receipt header is created, the fixed amount is copied from the first purchase order or warehouse transfer order that is linked to the specific receipt. The fixed amount can also be copied from the first [advance shipment notice](#) that is linked to the receipt. The landed costs are stored in the Landed Cost Lines (tclct2100m000) session, which is linked to the receipt header in the Warehouse Receipt (whinh3512m000) session.

Warehouse receipt lines

If receipt lines are created, the header landed costs are divided over the lines. Because the warehouse receipt header can contain only landed cost lines for which the **Calculation Method** field is **Fixed Amount** and the **Fixed Amount Level** is **Receipt Header** in the Landed Cost Lines (tclct2100m000) session, the header landed costs are always [apportioned](#) to the receipt lines and cannot be synchronized to the lines. For more information, refer to *Landed costs – fixed amounts* (p. 41).

After apportioning, the landed costs are stored in the Landed Cost Lines (tclct2100m000) session, which is linked to the receipt line in the Receipt Lines (whinh3112s000) session. The **Landed Cost Line Origin** displays **Receipt Header** for these line landed cost lines.

In addition to the apportioned receipt-header-based fixed amounts, all other landed cost lines are copied from the original line to the receipt line. The original line determines the **Landed Cost Line Origin** for these receipt line landed cost lines, such as **Order Line**, **Shipment Notice Line**, and so on.

When the receipt is confirmed, the landed costs are copied from the warehouse receipt line to the Purchase Receipts (tdpur4106m000) session. Next, inventory valuation updates and financial transactions are triggered.

After confirmation, the following can be changed for the warehouse receipt line:

- Quantities and the final receipt status in the Receipt Correction (whinh3121s000) session.
- The landed cost lines that are linked to the receipt line in the Landed Cost Lines by Receipt (tclct2100m100) session.

If, after confirmation, changes are made to the landed costs of the warehouse receipt, these changes are also copied to the Purchase Receipts (tdpur4106m000) session.

Maintaining landed cost lines after receipt

Before and after confirmation of a receipt (line), you can use the Landed Cost Lines by Receipt (tclct2100m100) session to manually change, add, cancel, or delete landed cost lines.

Landed cost lines can be maintained only if the following are applicable to the receipt level:

- **Receipt header**
The receipt contains only unconfirmed receipt lines.

- **Receipt line**

The receipt line is not yet matched in Financials.

If you change or cancel landed cost lines in the Landed Cost Lines by Receipt (tclct2100m100) session and on the appropriate menu you click **Apply to all**, the changes made to the line are also processed to all other lines of the same receipt that have the same combination of **Landed Costs Code, Type, and Buy-from Business Partner**. This also applies if you add a receipt line. When a new landed cost line is added for a receipt line, you can automatically add this landed cost line to all other receipt lines for which the landed cost line is not linked yet and, therefore, for which the combination of **Landed Costs Code, Type, and Buy-from Business Partner** does not exist.

Note

Line landed costs with origin **Receipt Header** can be changed only on receipt header level.

Unexpected receipts

If no order is found for the received goods, in Warehousing, you can create an unexpected receipt line. To link landed cost lines to the receipt line, an order must first be linked to the unexpected receipt.

You can link order lines to unexpected receipt lines as follows:

- **Link an existing order to an unexpected receipt**
Landed costs are copied from the applicable order line and apportioned from the receipt header.
- **Generate a purchase order for an unexpected receipt**
If the **Generate Order for Unexpected Warehouse Receipt** check box is selected in the Items - Purchase Business Partner (tdipu0110m000) session and the receipt is confirmed, a new purchase order of the **Warehousing Receipt** origin is generated for the item and business partner of the unexpected receipt. Next, landed costs are automatically retrieved and linked at order, order line, warehouse receipt, and purchase actual receipt level.

The landed costs can be changed, added, or deleted after receipt in the Landed Cost Lines by Receipt (tclct2100m100) session.

Landed costs – freight orders

This topic explains how landed costs are used in combination with freight orders that originate from a purchase order or warehouse transfer order.

Linking landed freight costs

If a freight order must be generated for a purchase order or warehouse transfer order, landed freight costs can be retrieved for the orders.

Landed freight costs are retrieved as follows:

1. Rough estimated landed costs are defaulted during order line entry based on carrier rate books.
2. Landed costs are updated with detailed estimated freight costs after actualizing the load plan.
3. Landed costs are updated with detailed actual freight costs after processing the carrier invoice.

Note

When a freight order line is generated for the originating order line, Freight becomes leading in determining the landed freight costs, which means the landed freight costs are updated from the freight order line.

Phases in the calculation process

Step 1: Rough estimation of landed (freight) costs at order line entry

When an order is created for which a freight order must be generated, LN searches for a landed costs set with the following characteristics:

- The **Used for** field is **Order Header** or **Order Line**.
- The **Calculation Method** is **By Freight Management**.

If a landed freight cost line is linked at order header level, this line always has a landed cost amount of zero. When order lines are created, this landed cost line is copied to each line of the order. If no landed cost line of the **By Freight Management** method can be copied to the order line, LN tries to retrieve

such a landed cost line from the **Master Data**. If no landed freight cost line can be defaulted at all, you can manually create a landed freight cost line in the Landed Cost Lines (tclct2100m000) session.

The **Landed Cost Amount** is calculated at order line entry and is based on the costing set up in Freight and the carrier rate books in Pricing.

Step 2: Detailed estimation of landed (freight) costs after load plan actualization

After a freight order line is linked to a purchase order line or warehouse transfer order line and the load plan is actualized for the freight order, the landed cost line of the originating order line is updated with the detailed estimated freight costs of the freight order line.

If the **LoadPlanning** check box is selected for the freight order line, the **Landed Cost Amount** in the Landed Cost Lines (tclct2100m000) session displays the estimated freight costs of the shipment(s) for the freight order line. If the **LoadPlanning** check box is cleared, the detailed estimation of landed freight costs is based on the costs of the linked freight order cluster instead of the shipments.

Step 3: Detailed actual calculation of landed (freight) costs after carrier invoice

After receipt of the carrier invoice and processing the invoice in Accounts Payable, the **Actual Cost Final** check box becomes selected for the freight order line. This triggers the update of the landed cost line with the actual landed freight costs from the carrier invoice.

In the Landed Cost Lines (tclct2100m000) session, the **Invoice Amount**, **Landed Cost Amount**, and **Invoicing Status** fields are updated from the freight order line. The detailed estimated freight costs can still be viewed on the freight order line.

Note

If landed cost lines exist for receipt lines, the landed freight costs are updated for both the originating order lines and the linked receipt lines. If multiple receipt lines exist for an original order line, the landed (freight) cost amount is apportioned to the linked receipt lines.

Chapter 7

Purchase schedules

7

Landed costs – purchase schedules

This topic explains how landed costs are used in combination with purchase schedules.

Note

- For pull schedules, landed costs are linked only to **Pull Call-off** schedules and not to **Pull Forecast** schedules.
- The **Write Landed Costs for Purchase Push Schedules** check box in the Landed Costs Parameters (tclct0100m000) session determines whether landed costs can be linked to push schedules.

Linking landed cost lines

Because the purchase schedule header is just an informational level and stays open for a long time, landed cost lines are not linked on schedule header level, but only on line level. To link landed costs to purchase schedule lines, LN:

Step 1: Searches for schedule line landed costs

When a schedule line is created and saved, LN searches for *active* landed costs sets in the Scenarios by Landed Costs Set (tclct1105m100) session, based on:

- The **Landed Costs Search Date**, as specified in the Landed Costs Parameters (tclct0100m000) session.
- The **Used for** field, which must be **Schedule** or **Schedule and Order Line**.
- The schedule header and line (search) fields, which must match the landed costs scenario's search attributes.
- The **Priority**.

Step 2: Links landed costs to the schedule line

When a landed costs set is found, the landed costs are stored in the Landed Cost Lines (tclct2100m000) session. This session is linked to the purchase schedule line in the Purchase Schedule Lines

(tdpur3111m000) session. The **Landed Cost Line Origin** is **Master Data** for these schedule line landed cost lines. Landed cost lines are linked only to purchase schedule lines whose requirement type is Immediate or Firm.

Note

Only the following landed cost lines can be linked to a purchase schedule line:

- The lines for which the **Calculation Method** field is not **By Freight Management**.
- The lines for which the **Fixed Amount Level** field is **Receipt Line** or **Not Applicable**.

Maintaining landed cost lines

If a change is made to the **Warehouse**, **Address**, or **Planned Receipt Date** on the schedule line, LN will automatically search for a new landed costs set. If found, the cost lines are deleted and the new cost lines are added.

If a purchase schedule line is canceled or deleted, the linked landed costs are also canceled or deleted.

Note

You can view all landed costs that are linked to a specific purchase schedule in the Landed Cost Lines by Schedule (tclct2100m400) session. You cannot manually update the landed cost lines and add, cancel, or delete these lines.

Processing landed cost lines

If a final receipt is done for a schedule line, invoicing is required, and the line has the **Invoiced** status, the purchase schedule line can be processed in the Process Delivered Purchase Schedules (tdpur3223m000) session. The landed cost lines that are linked to the actual receipts for the schedule line are also processed.

For a processed landed cost line, in the Landed Cost Lines (tclct2100m000) session:

- The **Processed** check box is selected and receipt history is written to the Landed Cost Line History (tclct2550m000) session.
- The **Update Status of Actual Purchase Costs** field is **Actual Costs Updated** if the landed cost line was already matched and approved in Accounts Payable (ACP). If not, you must reprocess the purchase schedule line after finishing the matching and approval process in Accounts Payable (ACP).

If, in the Landed Cost Lines (tclct2100m000) session, the **Update Status of Actual Purchase Costs** field is **Actual Costs Updated** and the **Invoicing Status** is **All Approved**, the landed cost line is finished and can be deleted in the Delete Purchase Schedules (tdpur3224m000) session.

Chapter 8

Purchase schedule receipts

8

Landed costs – purchase schedule receipts

This topic explains how landed costs are used in combination with receipts for purchase schedules.

Note

If you also use advance shipment notices for purchase schedules, refer to *Landed costs – advance shipment notices* (p. 37).

How landed costs are linked to receipts depends on where the item receipt must be recorded.

Type of item	Receive item in	Type of receipt
Non-inventory item	Procurement	Purchase receipt
Inventory item	Warehousing	Warehouse receipt

Purchase receipts

To receive non-inventory items, you must create receipts in the Purchase Schedule - Receipts (tdpur3115m200) session. The landed costs of the schedule line or ASN-line are automatically copied to the purchase schedule receipt. For pull and push schedules, receipts are linked at schedule-line-level.

The landed cost lines are stored in the Landed Cost Lines (tclct2100m000) session, which is linked to the Purchase Schedule - Receipts (tdpur3115m200) session.

You can add, modify, cancel, and delete landed cost lines in the Landed Cost Lines by Receipt (tclct2100m100) session. Unlike warehouse receipts, purchase receipts do not have a receipt header. Therefore, receipt-header-based fixed amounts are not applicable for purchase receipts. If a manually added landed cost line contains a fixed amount, the fixed amount level must be **Receipt Line**.

For partial receipts, fixed amounts are apportioned to the receipt lines. In case of under-receipt or over-receipt, the remaining amount is linked to the final receipt.

Example

- Schedule line: 20 pieces
- Fixed amount: 10 euro

Purchase schedule receipt	Received quantity	Landed cost amount
1	10	5
2	5	2.5
3 (final)	4	2.5

You cannot correct or inspect purchase receipts.

Warehouse receipts

It depends on the type of purchase schedule how inventory items are received.

Warehouse receipts for pull schedules

Warehouse receipts for pull schedules are linked to schedule lines.

Order-header and order-line based fixed amounts are not applicable for purchase schedules. Receipt-header-based fixed amounts are retrieved from the landed costs master data at the moment of receipt header creation. The origin is **Master Data** for these landed cost lines. Other landed cost lines are copied from the purchase schedule line to the receipt line. The **Landed Cost Line Origin** is **Schedule Line** for these landed cost lines. However, if an advance shipment notice is linked to the purchase schedule line, a receipt can be generated from this ASN. In this case, the landed costs for the receipt header and lines are retrieved from the ASN. For more information, refer to *Landed costs – advance shipment notices* (p. 37).

When the receipt is confirmed, the landed costs are copied from the warehouse receipt line to the Purchase Schedule - Receipts (tdpur3115m200) session. After confirmation, you can still add, modify, cancel, or delete landed costs at warehouse receipt (line) level in the Landed Cost Lines by Receipt (tclct2100m100) session. These changes are synchronized to the landed costs of the linked purchase schedule receipt.

Warehouse receipts for push schedules

Warehouse receipts for push schedules are linked to the schedule header. Therefore, the landed costs cannot be retrieved from the schedule line. Based on the actual receipt date, landed costs are retrieved from the landed costs **Master Data** when the receipt header and lines are generated. However, if an advance shipment notice is linked to the purchase schedule, a receipt can be generated from this ASN. In this case, the landed costs for the receipt header and lines are retrieved from the ASN. For more information, refer to *Landed costs – advance shipment notices* (p. 37).

Because purchase schedule receipts must be linked again at schedule-line level, multiple purchase schedule receipts can exist for one warehouse receipt. The landed costs of the warehouse receipt are divided over the purchase schedule receipt lines based on the received quantity. The prices and landed costs are not retrieved from the purchase schedule, but from the linked purchase contract and the landed costs master data.

Purchase schedule receipt lines are created in the Purchase Schedule - Receipts (tdpur3115m200) session when the warehouse receipt is confirmed. After confirmation, you can still add, modify, cancel, or delete landed costs at warehouse receipt level in the Landed Cost Lines by Receipt (tclct2100m100) session.

Example

Purchase contract		Landed costs master data	
Item X, Business Partner Y		Scenario for Item X, Business Partner Y	
Price revisions	(01-01) 20 euro/pcs	LC1	(01-01) 1 euro/pcs
	(01-07) 25 euro/pcs		(01-07) 2 euro/pcs
-	-	LC2	(01-01) 5%
-	-		(01-07) 10%

Push schedule for item X and business partner Y				
Line	Date	Quantity	Price	Amount (euro)
10	28-06	10	20	200
LC1			1 euro/pcs	10
LC2			5%	10
20	03-07	10	25	250
LC1			2 euro/pcs	20
LC2			10%	25

Warehouse receipt

Line	Date	Quantity	Price	Amount (euro)
10	30-06	15	20	300
LC1			1 euro/pcs	15
LC2			5%	15
20	05-07	5	25	125
LC1			2 euro/pcs	10
LC2			10%	12.50

Purchase schedule receipt

Line	Date	Quantity	Price	Amount (euro)
10-1	30-06	10	20	200
LC1			1 euro/pcs	10
LC2			5%	10
20-1	30-06	5	20	100
LC1			1 euro/pcs	5
LC2			5%	5
20-2	05-07	5	25	125
LC1			2 euro/pcs	10
LC2			10%	12.50

Note

If, on purchase schedule receipts, quantities are updated after a warehouse inspection or correction, the landed costs are re-determined

Maintaining landed cost lines after receipt

Before and after confirmation of a receipt (line), you can use the Landed Cost Lines by Receipt (tclct2100m100) session to manually change, add, cancel, or delete landed cost lines. This is applicable only to landed cost lines that are not yet matched in Financials.

Landed costs – advance shipment notices

This topic explains how landed costs are used in combination with advance shipment notices.

ASN-header

ASNs are created in the Shipment Notice (whinh3600m000) session. The ASN-header can contain only landed cost lines for which the **Calculation Method** field is **Fixed Amount** and the **Fixed Amount Level** is **Shipment Notice** or **Receipt Header**.

When an ASN-header is created, the fixed amount is copied from the first purchase order that is linked to the ASN. If the ASN is created for a purchase schedule, ASN-header landed costs are retrieved from the landed costs master data when the first ASN-line is linked to a purchase push schedule or to a purchase pull schedule line. The landed costs can be a fixed amount per shipment notice header or a fixed amount per receipt header and must belong to a landed costs set for which the **Used for** field is **Schedule** or **Schedule and Order Line**.

The landed costs are stored in the Landed Cost Lines (tclct2100m000) session, which is linked to the ASN-header in the Shipment Notice (whinh3600m000) session.

ASN-lines

When ASN-lines are created, the header landed costs are divided over the lines. Because the ASN-header can contain only landed cost lines for which the **Calculation Method** field is **Fixed Amount** and the **Fixed Amount Level** is **Shipment Notice** or **Receipt Header**, the header landed costs are always apportioned to the ASN-lines and cannot be synchronized with the lines. For more information, refer to *Landed costs – fixed amounts (p. 41)*.

After apportioning, the landed costs are stored in the Landed Cost Lines (tclct2100m000) session, which is linked to the ASN-line in the Shipment Notice Lines (whinh3101m000) session.

In addition to the apportioned header-based fixed amounts, these landed costs are also linked to an ASN-line:

- If the ASN-line is linked to a purchase order line, all landed cost lines that are linked to the purchase order line. The **Landed Cost Line Origin** is **Order Line** for these landed cost lines.

- If the ASN-line is linked to a purchase pull schedule line, all landed cost lines that are linked to the purchase pull schedule line. The **Landed Cost Line Origin** is **Schedule Line** for these landed cost lines.
- If the ASN-line is linked to a purchase push schedule, applicable landed costs are copied from the master data. The **Landed Cost Line Origin** is **Master Data** for these landed cost lines.

Note

In theory, multiple purchase orders or schedules can have multiple fixed amounts by shipment notice. These purchase orders/schedules can be linked to the same ASN. However, only one purchase order/schedule (line) can determine the fixed amount by **Shipment Notice** or **Receipt Header** to be created. Therefore, the first purchase order/schedule (line) that is linked to an ASN determines the fixed amount. Other orders/schedules are ignored.

Apportioning ASN-header landed costs to ASN-lines

Apportioning of fixed header landed costs to the lines takes place only when:

- A manually entered ASN is (re)scheduled.
- ASNs are generated from EDI after creation of an ASN (revision).

In the apportioning process, the ASN-lines for non-warehouse orders, such as direct deliveries, project receipts, cost item receipts are also taken into account. However, unexpected ASN-lines, which have no linked inbound order line, are skipped in the apportioning process because these lines cannot have landed costs.

Receiving ASNs by means of EDI

When a revised ASN message is received, the previous ASN obtains the **Replaced** status and a new ASN is created with the **Scheduled** status. When a canceled ASN message is received, the ASN status becomes **Canceled**.

For a revised ASN, landed cost lines are handled as follows:

- **ASN-header landed cost lines**
Except if the preceding ASN is canceled, the landed cost lines of the preceding ASN-header are copied to the new ASN-revision. In this way, the manually changed or added landed costs are kept.
- **ASN-line landed cost lines**
The landed cost lines of the preceding ASN-line are copied to the new ASN-revision. The quantity-based landed cost lines are updated based on the newly received quantities in the EDI message.
- If the preceding ASN is canceled and a new ASN is created with the **Scheduled** status, the landed cost lines are copied from the related origin and not from the previous canceled ASN.
- If the new ASN-revision contains new ASN-lines that were not included in the previous ASN, the landed costs for these new ASN-lines are copied from the related origin.
- If the new ASN-revision lacks ASN-lines that were included in the previous ASN, the missing ASN-lines are not re-created and the linked landed cost lines are lost.

- After the ASN- header and ASN-lines are created from the EDI message, header landed costs are (re)apportioned to the lines.

Maintaining landed cost lines for ASNs

You can use the Landed Cost Lines by Shipment Notice (tclct2100m200) session to manually change, add, cancel, or delete landed cost lines.

Landed cost lines can be maintained only if the following are applicable to the ASN-level:

- **ASN header**
No receipt is linked to any of the ASN-lines.
- **ASN line**
No receipt is linked to the ASN-line.

If you change or cancel landed cost lines in the Landed Cost Lines by Shipment Notice (tclct2100m200) session and on the appropriate menu you click **Apply to all**, the changes made to the line are also processed to all other lines of the ASN with the same combination of **Landed Costs Code**, **Landed Cost Type**, and **Buy-from Business Partner**. If you add a new landed cost line, you can automatically add this landed cost line to all other ASN-lines for which the landed cost line is not linked yet and, therefore, for which the combination of **Landed Costs Code**, **Type**, and **Buy-from Business Partner** does not exist.

Note

Line landed costs with fixed amount level **Shipment Notice** or **Receipt Header** can be changed only on ASN-header level.

Landed costs – fixed amounts

If you want purchase transactions to automatically include a fixed amount of landed costs, in the Landed Costs (tclct1610m000) session, complete the following steps:

1. Set the **Calculation Method** field to **Fixed Amount**.
2. Specify an amount in the **Fixed Amount** field.
3. In the **Fixed Amount Level** field, specify the Fixed Amount Level to which the fixed amount is applied.
4. If the **Fixed Amount Level** is **Order Header**, **Shipment Notice**, or **Receipt Header**, specify how the fixed header amount is apportioned to the lines in the **Apportioning Type** field.

Synchronization versus apportioning

If a header contains landed cost lines with a fixed amount, the following methods exist to distribute the header landed costs across the lines:

- **Synchronization**
Applies if the **Fixed Amount Level** is **Order Line** or **Receipt Line** in the Landed Cost Lines (tclct2100m000) session. The entire fixed amount is applied to each line of the order or receipt.
- **Apportioning**
Applies if the **Fixed Amount Level** is **Order Header**, **Shipment Notice**, or **Receipt Header** in the Landed Cost Lines (tclct2100m000) session. The Apportioning Type, which can be **Amount**, **Weight**, **Volume**, **Quantity**, or **Line**, determines how the fixed header costs are apportioned to the lines.

Example

The order header contains a fixed amount of 10 euro.

Synchronization

Fixed Amount Level	Apportioning Type	Fixed amount on order lines
--------------------	-------------------	-----------------------------

Order Line	Not Applicable	Order line 1 - 10 euro
Order Line	Not Applicable	Order line 2 - 10 euro

Apportioning

Fixed Amount Level	Apportioning Type	Fixed amount on order lines
Order Header	Line	Order line 1 - 5 euro
Order Header	Line	Order line 2 - 5 euro

Apportioning

Lines can be included in the apportioning and reapportioning process only if the following apply:

- **Order line**
No receipt or ASN is linked yet to the line.
- **Receipt line**
No receipt line is confirmed yet for the receipt.

If a receipt or ASN is linked to an order line, or a receipt line is confirmed, the landed cost lines are frozen.

Order lines

When an order line is added, canceled, or deleted, the fixed landed cost amount is redetermined for each order line.

Example

- Order header fixed amount: 10 euro
- **Fixed Amount Level: Order Header**
- **Apportioning Type: Line**

Order line	Landed cost amount
1	5
2	5
<i>Cancel order line 2</i>	
1	10
2	0
<i>Add order line 3</i>	
1	5
2	0
3	5
<i>Receive order line 1 and add line 4</i>	
1 (confirmed)	5
2	0
3	2.5
4	2.5

Order receipts

When a receipt is created for an order line, the landed costs of the order line are copied to the receipt. For partial receipts, fixed amounts are apportioned to the receipt lines. If less or more is delivered than ordered, the fixed amount's remaining amount is linked to the final receipt.

Example

- Order line: 20 pieces
- Fixed amount: 10 euro

Order receipt	Received quantity	Landed cost amount
1	10	5
2	5	2.5
3 (final)	4	2.5

Order receipt corrections

When correcting receipts in the Correct Purchase Receipt (tdpur4106s100) or Receipt Correction (whinh3121s000) sessions, corrections of the received quantity do not lead to the reapportioning of fixed amounts. During the invoice matching in Financials, the landed costs will be balanced. Fixed amounts are reapportioned to the receipt lines only if a receipt changes from not final to final or vice versa.

Note

Except for landed cost lines with **Fixed Amount Level** set to **Receipt Line**, inventory variance bookings are created for landed cost lines if the correction results in a changed landed cost amount per piece. This also applies to landed cost lines that are updated during rejection and if inventory disposition is not applicable. Here, the creation of the inventory variance is triggered by updating the quantity of the landed cost line that is linked to the rejected receipt line.

Example

- Order line: 20 pieces
- Fixed amount: 10 euro

Order receipt	Received quantity	Landed cost amount
1	12	6
2 (final)	6	4
<i>Change quantity (receipt 2)</i>		
1	12	6
2 (final)	8	4
<i>Change quantity (receipt 2)</i>		
1	12	6
2 (final)	4	4
<i>Change to non-final (receipt 2)</i>		
1	12	6
2	4	3

Note

- In contrast to warehouse receipts (inventory items), purchase receipts (non-inventory items) do not have a receipt header. Therefore, **Receipt Header** based fixed amounts are not apportioned to purchase receipts.
- If the **Fixed Amount Level** is **Receipt Header** or **Shipment Notice**, for inventory items, fixed amounts are first apportioned to the order lines. This is done to create financial (on-order) transactions and to already have an insight in the header-based landed costs. When an ASN-header is created, the fixed amount is copied from the first purchase order that is linked to the specific ASN, after which the amount is apportioned to the ASN-lines. When a receipt header is created, the fixed amount is copied from the first purchase order, warehouse transfer order, or advance shipment notice (with **Fixed Amount Level** specified as **Receipt Header**) that is linked to the specific receipt, after which the amount is apportioned to the receipt lines.

Fixed amounts on purchase schedules

- Order-header and order-line based fixed amounts are not applicable for purchase schedules.

- Receipt-header-based fixed amounts are not applicable when receiving non-inventory items for purchase schedules.
- Receipt-header-based fixed amounts are retrieved from the landed costs master data or, if an ASN is linked to the purchase schedule, from the linked advance shipment notice when receiving inventory items for purchase schedules.

For more information, refer to:

- *Landed costs – purchase schedule receipts (p. 31)*
- *Landed costs – advance shipment notices (p. 37)*

Chapter 11

Invoice matching

11

Landed costs – invoice matching

Because landed cost lines can be added or changed for purchase order lines, **Match to Purchase Receipt** is the appropriate matching method in Accounts Payable.

To enter an invoice with only landed costs, users must select the **Invoice Related to Landed Costs** invoice type.

If a mixed invoice is received, the invoice must be entered using the **Invoice Related to Purchase Orders** invoice type. The user can first match the purchase orders to orders, receipts or consumption (in case of consignment), and then match the landed costs to landed cost receipt lines. The matching procedure then only applies to the purchase order part, and not to the landed cost part, because the landed costs are only available for matching on receipt line level.

Invoices from warehouse transfers can only be entered with the **Invoice Related to Landed Costs** invoice type.

Note

- You can change the invoice type from **Invoice Related to Landed Costs** to **Invoice Related to Purchase Orders**, even if purchase landed cost line are already matched. When warehouse transfer landed cost lines are matched, the invoice type can no longer be changed.
- As opposed to the other quantity-based matching processes, the landed costs matching process is entirely amount based.
- If a purchase or warehouse transfer order line has a linked landed cost line for which the **Calculation Method** is **By Freight Management**, the carrier invoice is not matched and approved against the landed cost line, but against the freight order line. The **Freight Management Invoice** check box is selected for such a landed cost line in the Landed Cost Lines (tclct2100m000) session.

Matching to registered landed cost lines

In the Match Landed Cost Lines (tfacp2144m000) session, users can select and match one or more lines. If a single landed cost line is selected, users can start the Match Landed Cost Line Partially or with Price Difference (tfacp2254s000) session. In this session, users can choose which part of the invoice and landed cost amount will be matched for the selected landed cost line.

The invoice-from business partner of the invoice must match the business partner on the landed cost line. Because the matching sessions allow users to change the order, packing slip, and business partner, users can match orders originating from entirely different business partners. Users can do so only if the **Business Partner Relation Mandatory** check box in the ACP Parameters (tfacp0100m000) session is cleared.

If the landed costs are part of a mixed invoice, the landed cost lines will probably be part of the (already matched or yet to be matched) receipt lines. Here, it is not mandatory to match these landed cost lines, and LN will display no warnings.

Matching to unregistered landed cost lines

Users can register landed costs, specified on the invoice, for costs that were not defined in Procurement or Warehousing. Users can always change or add landed cost lines by using the **Change Landed Cost Lines** command, which starts the Landed Cost Lines by Receipt (tlclt2100m100) session. The receipt is passed if it is present for the selected line in the matching session.

Note

Users can also let a warehousing or purchase employee create these landed costs, or decide not to match and approve the invoice with landed costs, but handle the invoice as additional costs.

Automatic matching

Invoices that are registered as **Invoice Related to Landed Costs** are automatically matched if the following apply:

- In the ACP Parameters (tfacp0100m000) session, **Automatic Matching** is selected.
- The packing slip and/or the order number is filled.

Automatic matching can be performed on these levels:

- **Match to Purchase Order**
- **Match to Purchase Receipt**
- **Match to Purchase Consumption**

Note

For the automatic matching process, the following apply:

- Purchase and warehouse order business objects are searched for and matched.
- Even though landed costs can only be matched on the lowest level, that is, the receipt level, a mixed invoice can be matched on all levels.
- Only landed costs that are not fully matched are taken into account. Consequently, the automatic matching process cannot be restarted.
- Because landed costs that are related to a specific purchase order can have multiple invoice-from business partners, only those landed cost receipt lines will be selected that have exactly the same invoice-from business partner as the one on the invoice.

Price differences

During matching, price differences on the invoice header level are calculated.

To prevent incorrect price differences, LN allows users to:

- Maintain a "matched invoice amount" to the landed cost line.
- Select which part of the landed cost line amount belongs to the invoice that is being matched.

Appendix A

Glossary

A

actual freight cost

The estimated freight costs set to **Actual Cost Final** for a load or a freight order cluster by the user, or the actual amount invoiced by a carrier to the shipping office to carry out the transportation of particular goods.

additional costs

Extra costs charged by the invoice-from business partner which create a difference between the invoice amount and the order amount or the goods received amount. For example, storage costs, freight costs, and insurance costs.

advance shipment notice

A notification that a shipment has been sent. Advanced shipment notices are sent and received by means of EDI. You can receive advance shipment notices from your supplier informing you that goods are to arrive at your warehouse, and/or you can send advance shipment notices to your customers that the goods they ordered are about to be delivered.

Synonym: shipment notice

Abbreviation: ASN

apportioning

Dividing the *fixed* landed cost amount of the header into partial amounts on the related lines.

appropriate menu

Commands are distributed across the **Views**, **References**, and **Actions** menus, or displayed as buttons. In previous LN and Web UI releases, these commands are located in the *Specific* menu.

approval rule

A combination of data elements, such as buy-from business partner, buyer, planner, effective date, expiry date, and amount, based on which LN approves purchase orders. The approval rules, on their turn, are based on acceptance rules or exception rules.

ASN

See: *advance shipment notice* (p. 51)

backorder

An unfilled customer order, or partial delivery at a later date. A demand for an item whose inventory is insufficient to satisfy demand.

carrier rate book

A freight rate book where you can maintain freight agreements with carriers.

combined invoice

See: *mixed invoice* (p. 54)

commingle

To group a number of purchase orders that originate from different sources, into a single purchase order. Commingling reduces the number of purchase orders and enables you to obtain the best available prices and discounts.

estimated freight cost

The estimated costs of transportation for a shipment, load, or freight order cluster. LN calculates the estimated freight costs during load building or freight order clustering. The estimated freight cost is calculated with the rate retrieved from Pricing, the travelling distance derived from the ship-from and ship-to addresses, and the total quantities of the goods to be transported. The estimated costs can also be manually entered by the user.

firm requirement

A requirement that is handled as an actual order and that can be shipped.

freight order

A commission to transport a particular number of goods. A freight order includes an order header and one or more order lines.

A freight order header includes some general information, such as the delivery date and the name and address of the customer who is to receive the goods listed on the freight order.

A freight order line includes an item to be transported and some details about the item, such as the quantity and the dimensions.

freight order cluster

A freight order cluster is a group of freight order lines with matching properties, such as shipping offices, planning groups, overlapping time windows, transport means groups, and so on, that is subcontracted to a carrier. The carrier will plan and carry out the transportation of the goods listed on the freight order lines according to the subcontracting order.

immediate requirement

A requirement that must be shipped as soon as possible.

inventory variance

The difference between the valuation amount that is recorded after the receipt of goods and the updated value for that particular receipt.

An inventory variance can be created:

- If the receipt price is changed after the receipt is confirmed
- If the invoice price differs from the receipt price
- If a production order is closed and the actual cost price differs from the estimated cost price

landed costs

The total of all costs that are associated with the procurement of an item until delivery and receipt in a warehouse. Landed costs typically include freight costs, insurance costs, customs duties, and handling costs.

In LN, landed costs can be part of multiple landed costs sets.

landed costs classification

Attribute that allows users to link a logistic transaction to a specific landed costs set, overruling the landed costs settings of that transaction. If required, users can specify a landed costs classification and use this classification on the transaction.

landed costs scenario

A set of conditions used to determine a logistic transaction's landed costs. Each scenario is linked to a landed costs set.

landed costs set

One or more landed cost lines that are defaulted as a group on the order.

The landed costs set includes search attributes that link a set of landed cost lines to a transaction.

landed cost type

A user-defined category of landed costs, for example, "Freight", "Handling", "Insurance."

load plan

The identification of a structure of shipments and loads created for one or more freight orders. The shipments and loads show the transport planning details, such as planned loading and unloading dates and addresses, of the freight orders for which transportation planning is generated. You can use the load building engine to create a load plan. If you select a range of freight orders and start up the load building engine, the freight orders are grouped into shipments and loads. The resulting shipments and loads form a load plan. You can also create load plans manually.

Synonym: plan

mixed invoice

An invoice that contains lines with different payment due dates.

Synonym: combined invoice

plan

See: *load plan* (p. 54)

pull schedule

Two types of pull schedules exist:

- **Pull forecast schedules**
A list of time-phased planned requirements, generated by Enterprise Planning, that are sent to the supplier. Pull forecast schedules are only used for forecasting purposes. To actually order the items, a pull call-off schedule must be generated.
- **Pull call-off schedules**
A list of time-phased specific requirements of purchased items, triggered from Assembly Control, or Warehousing (KANBAN, Time-phased order point).

purchase order

An agreement that indicates which items are delivered by a buy-from business partner according to certain terms and conditions.

A purchase order contains:

- A header with general order data, buy-from business partner data, payment terms, and delivery terms
- One or more order lines with more detailed information about the actual items to be delivered

purchase schedule

A timetable of planned supply of materials. Purchase schedules support long-term purchasing with frequent deliveries and are usually backed by a purchase contract. All requirements for the same item, buy-from business partner, ship-from business partner, purchase office, and warehouse are stored in one schedule.

push schedule

A list of time-phased requirements, generated by a central planning system, such as Enterprise Planning or Project, that are sent to the supplier. Push schedules contain both a forecast for the longer term and actual orders for the short term.

A push schedule can use one of the following release types:

- **Material Release:** only material releases are sent. Shipping is performed based on the **Firm** and **Immediate** requirements in the material release.
- **Shipping Schedule:** both material releases and shipping schedules are sent. Shipping is carried out based on the **Firm** and **Immediate** requirements in the shipping schedule. The material release only sends forecasting data.
- **Shipping Schedule Only:** only shipping schedules are sent. Shipping is carried out based on the **Firm** and **Immediate** requirements in the shipping schedule. No forecasting data is sent to the supplier.

request for quotation (RFQ)

A purchasing document that is used as a request to bidders to submit their terms, such as price, discount, delivery time, and payment terms for delivering a (quantity of a) product.

You can send the RFQ to several bidders. A bidder can submit an RFQ response for the specified items.

You can record the responses, negotiate, and compare the prices and discounts that are offered by different bidders.

An accepted response can be copied to a contract, an order, or a price book.

requirement type

Three requirement types exist that represent a requirement in time, used for scheduling.

The available requirement types are:

- **Immediate**
- **Firm**
- **Planned**

For non-referenced schedules, requirement types are linked to segments.

For pull forecast schedules, the requirement type is always **Planned** or **Immediate**. For pull call-off schedules, the requirement type is always **Firm**.

response line

A response to a request for quotation line, which includes a bidder's bid for the RFQ line. A bid offers goods or services for a certain price and terms of sale and can be considered as an offer to sell.

RFQ bidder

A request to a bidder (buy-from business partner) to provide you with an offer for goods and services.

RFQ negotiation

Includes the negotiations between a negotiator and a bidder regarding a response line. It contains the responses (bids) of a bidder and the counter proposals of a buyer to the bids.

RFQ response

A response to a request for quotation, which includes one or more response lines with bids. A bid offers goods or services for a certain price and terms of sale and can be considered as an offer to sell.

shipment notice

See: *advance shipment notice (p. 51)*

synchronization

Copying the landed costs of the header to the related lines.

transfer order

A type of warehousing order that is created to register inventory transactions from an issuing warehouse to a destination warehouse, or between two locations in a warehouse. A transfer order can be created manually or be generated by other packages or modules in LN. A transfer order has transaction type **Transfer**.

Synonym: warehouse transfer, warehousing transfer order

warehouse transfer, warehousing transfer order

See: *transfer order (p. 56)*

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