

HOW TO USE THE LANDED COST FREIGHT MODULE

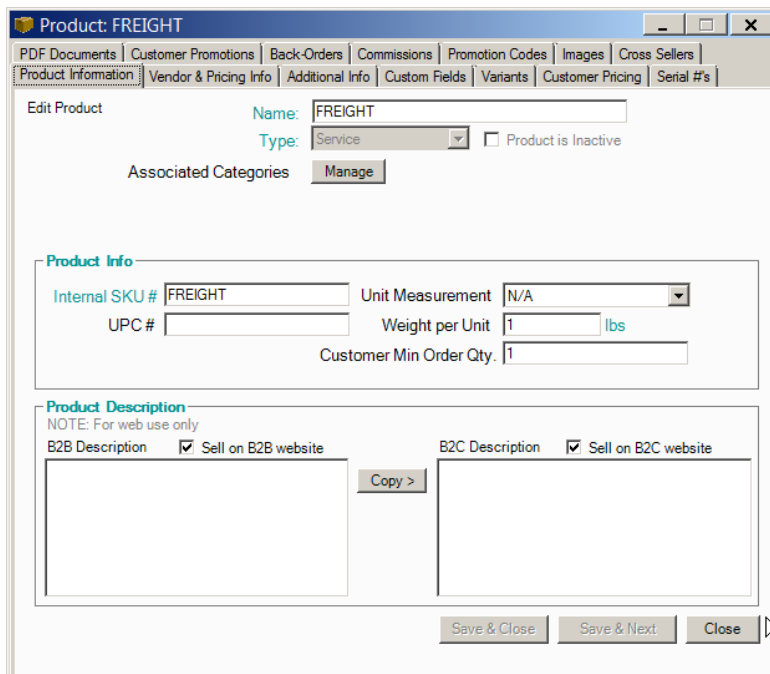
The landed cost freight module enables AdvancePro users to calculate their landed costs from products they bring in. Follow these steps:

1. Go to "Admin>Utilities>Freight" and enter your key to activate the module.



The screenshot shows the "Utilities" window with the "Freight" tab selected. The "Freight Calculator" section prompts the user to "Please enter Key to activate the Freight Calculator" with a form for a 5-digit key. Below the key input are buttons for "Set Duty", "Update", "Mark All as Freight Enabled", and "Unmark All as Freight Enabled". At the bottom of the window are "Disable Module" and "Close" buttons.

2. Go to "Add New Product" and create a "Service" item that will be used when entering your freight bills.



The screenshot shows the "Product: FREIGHT" form. The "Name" field is set to "FREIGHT" and the "Type" is set to "Service". The "Product Info" section includes fields for "Internal SKU #", "UPC #", "Unit Measurement" (set to "N/A"), "Weight per Unit" (set to "1 lbs"), and "Customer Min Order Qty." (set to "1"). The "Product Description" section has a "NOTE: For web use only" and checkboxes for "Sell on B2B website" and "Sell on B2C website", both of which are checked. There are "Copy >" and "Save & Close" buttons at the bottom.

Then, click on "Vendor & Pricing Info" in and select the vendors that provide you with freight services, then click "Save & Close".

Product: FREIGHT

PDF Documents | Customer Promotions | Back-Orders | Commissions | Promotion Codes | Images | Cross Sellers |
 Product Information | **Vendor & Pricing Info** | Additional Info | Custom Fields | Variants | Customer Pricing | Serial #'s

Vendor Product Info

Select Vendor: Vandelay Industries ☒ Primary Vendor

Product Name: FREIGHT ☒ Same As Internal

Vendor SKU #: FREIGHT ☒ Same As Internal

Min Reorder level from Vendor: 0 Unit breakdown: 1
I.e. Vendor ships 1 box made up of 24 units

Pricing Info

Enter Cost Price and Mark Up % to Calculate Price. Or enter Cost Price and Selling Price to Calculate Mark Up.

Unit Breakdown Cost Price: 0.00 Landed Cost \$: 0.00

Mark Up %: 0.00

Selling Price \$: 0.00
selling price is per unit breakdown

Suggested Retail Price \$: 0.00
Rounds selling price to the nearest 9. I.e.: 1.01 -> .99; 1.15 -> 1.19 (to 2 decimal points)

☐ CPO ☐ VPO ☐ Item Kit ☐ Assembly Item

Advanced Units of Measure (UOM)
 Specify UOM and their Unit Breakdowns that you BUY from your Vendors and SELL to your Customers.

Volume Discounts

- After receiving a vendor order, go to "Vendors>View All Bills and Credit Memos" and select the pending bill for the order you have received/

Vendor Bills / Credit Memos Total Records: 8 # Per Page: 89 Total Pages: 1 Current Page: 1

☐ All ☐ Bills ☒ Pending ☐ Billed ☐ Credit Memos Between 6/11/2015 and 6/11/2015

No	Ref #	PO #	Bill #	RMA #	Date	Vendor	Total	
1	1034	35	8453		6/5/2015	Vandelay Industries	3346.00	<input type="checkbox"/>
2	1020	24	9999		3/23/2015	Vandelay Industries	106.00	<input type="checkbox"/>
3	22	22	999		3/4/2015	Vandelay Industries	200.00	<input type="checkbox"/>
4	14	14	3653		2/26/2015	Vandelay Industries	325.50	<input type="checkbox"/>
5	18	18	DS-10		2/26/2015	Vandelay Industries	80.50	<input type="checkbox"/>
6	6	6	5525		2/3/2015	Betty Crocker	12.00	<input type="checkbox"/>
7	9	9	555		2/3/2015	Betty Crocker	20.00	<input type="checkbox"/>
8	3	3	777		1/7/2015	Vandelay Industries	0.00	<input type="checkbox"/>

- From within the vendor bill, click on "Freight \$" near the bottom right of the screen.

Vendor Bill
Vandelay Industries
 Vandelay Industries
 110 A Street
 Manhattan, NY, 11101
 USA

Billing Address
 Great Gift
 1661 Flint Road
 Toronto, ON, M3J 2W8
 Canada

Shipping Address
 Warehouse1
 1661 Flint Road
 Toronto, ON, M3J 2W8
 Canada

Date: 6/5/2015
 Vendor Bill/Ref #: 8453
 PO: 35
 Ref #: 1034

Acc # _____ Payment Terms _____ Ship date: 6/5/2015 Expected date: 6/5/2015 Carrier: _____ Carrier Acc # _____

Products to invoice

No	V. SKU #	SKU #	Product	shortcode	Ordered	Received	Price \$	Total \$
1	BSODA	BSODA	Baking Soda		23	23	2.00	46.00
2	CN5012	CN5012	Canon 50mm 1.2L Lens		3	3	1100.00	3300.00

Total Weight: 26 lbs
 Total Qty: 26

Shipping \$: 0.00 Adj. \$: 0.00 Sub Total \$: 3346.00
 Freight \$: _____ Tax \$: 0.00 TOTAL \$: 3346.00

5. Enter the expenses, select the vendors and services, and input PO numbers. Note that the "Landed" option is selected by default. This will provide you with a landed cost calculation on each product, without updating your purchasing cost from your vendor. Finally, at the bottom of the screen, select whether to apply landed costs by quantity, cost, weight or volume and click "Save" and "Close".

Freight

Freight Expenses

Customs Duty 1000
Examination
Ocean Freight
Inland Freight
Bank Charges
Broker Fees
Document Fees
Demurrage
Storage
Others
Product Duty

Total S & H 1000

Update/Calculate Cost

☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Product ☒ Landed
☐ Check All ☒ Uncheck All

Vendors

Vandelay Industries
Select Vendor
Select Vendor
Select Vendor
Select Vendor
Select Vendor
Select Vendor
Select Vendor
Select Vendor
Select Vendor

Services

FREIGHT

PO #

DEMO

Select Method of Calculation

☒ Quantity ☐ Cost ☐ Weight ☐ Volume

Delete Save Close

6. Now, click the "Display Freight" check box at the bottom right of the screen to view your price with freight and your unit freight cost. Click "Create Bill" and your vendor bill and freight bills will be created after clicking "OK" on the confirmation screen

AdvancePro

i This action will apply freight to all items that have been selected as Freight Enabled.
If you have selected to update the Cost of the product then your Standard Cost will be updated with the freight amount and/or if you have selected to update the Landed Cost then your last Landed Cost will be updated with the new Landed Cost from this bill.
Click OK to apply freight charges.

OK Cancel

7. To view your landed costs at any time, click "View All Products" and click the edit button at the far right of the screen on the product line. Then click on the "Vendor & Pricing Info" tab. Here you will see your landed cost.

Product: Canon 50mm 1.2L Lens

PDF Documents | Customer Promotions | Back-Orders | Commissions | Promotion Codes | Images | Cross Sellers |

Product Information | **Vendor & Pricing Info** | Additional Info | Custom Fields | Variants | Customer Pricing | Serial #'s

Vendor Product Info

Select Vendor: Vandelay Industries Assign Vendors: ☒ Primary Vendor

Product Name: Canon 50mm 1.2L Lens ☒ Same As Internal

Vendor SKU #: CN5012 ☒ Same As Internal

Min Reorder level from Vendor: 0 Unit breakdown: 1
I.e. Vendor ships 1 box made up of 24 units

Pricing Info

Enter Cost Price and Mark Up % to Calculate Price. Or enter Cost Price and Selling Price to Calculate Mark Up.

Cost Price \$ 1100.00 per/ N/A

Unit Breakdown Cost Price 1100.00 Landed Cost \$ 1138.46

Mark Up % 59.09

Selling Price \$ 1750.00
selling price is per unit breakdown

Suggested Retail Price \$ 1750.00
Rounds selling price to the nearest \$. I.e.: 1.01 -> .99; 1.15 -> 1.19 (to 2 decimal points)

☐ CPO ☐ VPO ☐ Item Kit ☐ Assembly Item

Advanced Units of Measure (UOM)
Specify UOM and their Unit Breakdowns that you BUY from your Vendors and SELL to your Customers.

Volume Discounts

Clicking the truck icon will show you the landed cost history.

Landed Cost View

Between 6/11/2015 and 6/11/2015

Product Name: Canon 50mm 1.2L Lens SKU #: CN5012

No	Ref #	Bill	Date	Duty %	Cost	Landed Cost	Freight Cost
1	1034	1022	6/5/2015	0	1100.00	1138.46	38.46