

# Puerto Rico Shipments: Hacienda / Schedule B Number Changes

Due to recent changes in Hacienda requirements, Crowley is now required to declare all applicable Schedule B numbers for a shipment on the manifest, as well as the break down for quantity and value (previously, only one Schedule B number was required on the manifest). Crowley Online Services (COS) has been updated to reflect these changes.

The Schedule B changes for Puerto Rico shipment impact the bill of lading process, but the booking process remains the same. Below you will find a summary of how these changes will impact processing of Puerto Rico bills of lading in COS.

## Schedule B Details Grid

The 'Declared Cargo Value (USD)' and 'Schedule B Number' fields on the BL Details page have been replaced by a 'Schedule B Details' grid. The grid is for display only and must be updated using the 'Add,' 'Edit,' or 'Delete' command buttons below the grid.

This screenshot shows the 'ScheduleB Details' grid. At the top left, there are input fields for 'Point & Country of Origin of Goods', 'Piece Count', 'Declared Weight', 'Declared Volume', and 'Additional Marks & Nos.'. To the right, there are checkboxes for 'EEI Preparation Support Required' and 'ITN or Exemption Code is required', and input fields for 'ITN' and 'Exemption Code'. Below the grid, there is a toolbar with buttons for 'Edit', 'Add', and 'Delete'.

ScheduleB Details							
	* ScheduleB#	* Customer Description	*Quantity	* U/M	Weight (lbs)	Volume (Cubic Feet)	* Value

## Adding a New Schedule B Number

To add a Schedule B entry, the user will click on the 'Add' command, which will populate a Schedule B Details window. Next, the user will search either on Schedule B number or commodity description (please note that one or the other search field must be used, not both). Once the desired information is entered in the search field (up to 10 numeric characters in the Schedule B field or up to 20 alpha characters in the Description field), the user will click on the 'Search' command, which will go out to our mainframe tables to retrieve all matching items.

This screenshot shows the 'ScheduleB Details' search dialog. It features two search fields: one for 'ScheduleB#' and another for 'Description'. The 'Description' field contains the value 'rice'. Below the search fields are input fields for 'Customer Description', 'Quantity', 'U/M', 'Weight (lbs)', 'Volume (Cubic Feet)', and 'Value'. There is also a checkbox for 'Copy To BL Description'. At the bottom, there are buttons for 'Save & Continue', 'Save & Exit', and 'Cancel'. At the very bottom of the screen, there is a footer with 'Shipper' and 'US Shipper' information.

Once COS retrieves the matching items, they will be displayed beneath the search fields. The user can scroll through the search results and select the radio button to the left of the Schedule B Number / Description combination which best matches the cargo he or she intends to ship. Once the desired item is selected, the user will click on the 'OK' command, which will populate the Schedule B and Description fields for the current entry.

The screenshot shows a software interface for managing cargo details. At the top, there's a header bar with the title "Point & Country of Origin of Goods :". On the right side of the header, there's a checkbox labeled "EEI Preparation Support" and a small "X" icon. Below the header, a sub-header "ScheduleB Details" is visible. In the center, there's a search bar with two input fields: one for "ScheduleB#" and another for "Description" containing the word "rice". To the right of the search bar is a "Search" button. Below the search bar, a message "[47 record(s) found]" is displayed. A table follows, listing 47 records with columns for "ScheduleB#" and "Description". The 10th record in the list is highlighted with a blue background and a checked radio button to its left. This record corresponds to the "rice" entry in the search bar. The table includes several other entries related to rice products. At the bottom of the search results table is an "Ok" button. Below the table, there's a form area with several input fields: "ScheduleB#" (containing "1006309010"), "Description" (containing "RICE, SEMI-MILLED OR WHOLLY MILLED, LONG GRAIN, NESOI"), "Customer Description" (containing "Semi-Milled Long Grain Rice"), "Quantity" (containing "742"), "U/M" (containing "Carton(s)"), "Weight (lbs)" (containing "36542"), "Volume (Cubic Feet)" (empty), "Value" (containing "55400"), and a "Copy To BL Description" checkbox which is checked. At the very bottom of the form area are three buttons: "Save & Continue", "Save & Exit", and "Cancel". At the very bottom of the entire window are two links: "Edit Party" and "Delete Party".

In addition to these auto-populated fields, the user will need to enter the remaining mandatory fields and any desired optional fields:

**Customer Description:** Mandatory field that allows up to 77 characters of entry. Here the customer will enter the specific description of the item, which will be the description transmitted to Hacienda on the manifest.

**Quantity:** Mandatory field for entry of the piece count for this specific Schedule B entry. This information will also be transmitted on the Hacienda manifest.

**U/M:** Mandatory field for entry of the unit of measure corresponding to the piece count entered in the preceeding field.

**Weight (lbs):** Optional field for entry of the weight (in pounds) for this specific Schedule B entry.

**\*Although this field is optional, it is strongly recommended that the weight be entered to ensure that the total declared cargo weight and the total of the Schedule B weight breakdown values are in sync.**

**Volume (Cubic Feet):** Optional field to enter the volume in cubic feet for this specific Schedule B entry.

**Value:** Mandatory field for entry of the value, in US Dollars, of the cargo associated with the present Schedule B entry.

**Copy to BL Description:** If checked, this field will add the piece count, unit of measure and customer description fields from the Schedule B entry to a new ‘SchB Description of Cargo’ field on the BL Details page. This information will be displayed under the Description of Cargo on the bill of lading and is most useful in cases where there are several Schedule B numbers to be entered as it will prevent the user from having to provide the breakdown twice (under Description of Cargo and again for Schedule B entries).

The screenshot shows the 'Schedule B Details' window. At the top left, there's a 'Description of Cargo' field containing '800 Carton(s) Grocery Store Merchandise'. Below it is a 'SchB Description of Cargo' field containing '742 CTN Semi-Milled Long Grain Rice' and '58 CTN Couscous (uncooked)'. A red box highlights this field. To the right, there's a 'Description of Cargo (Spanish)' field, an 'EEI Preparation Support Required' checkbox, an 'ITN' field with 'X20111212005621' and a 'Remove' button, and an 'Exemption Code' dropdown. Underneath these are sections for 'Point & Country of Origin of Goods', 'Additional Marks & Nos.', and a 'ScheduleB Details' grid.

	* ScheduleB#	* Customer Description	*Quantity	* U/M	Weight (lbs)	Volume (Cubic Feet)	* Value	Copy To BL Description
<input type="radio"/>	1006309010	Semi-Milled Long Grain Ric	742	CTN	36542		55400	Yes
<input type="radio"/>	1902400000	Couscous (uncooked)	58	CTN	6658		12650	Yes

At the bottom left of the grid are 'Edit', 'Add', and 'Delete' buttons. A red box highlights the 'Copy To BL Description' column header in the grid.

Once the user has entered all required fields in the Schedule B Details window, he or she may click on the ‘Save & Exit’ command to save the entry and exit the window. The new entry will now be displayed in the grid. If the user wishes to enter multiple Schedule B numbers, he or she may instead click on ‘Save & Continue’ which will save the initial entry and clear the window for the next Schedule B search / entry. **Users may enter up to 20 Schedule B Numbers per booking/equipment.**

### Varying Methods of Breaking Down the Cargo Description

In some cases, users may choose to enter their cargo description breakdown by a different method than the commodities corresponding to Schedule B Number entries (i.e. breakdown by receiving store, with the potential for multiple lines in the breakdown for any one commodity). For these shipments, particularly when the shipments are repetitive in nature and a shipment template is being used to created the booking and bill of lading in COS, using the ‘Copy to BL Description’ checkbox may be counterproductive. Instead, users may elect to keep a generic breakdown in the ‘Description of Cargo’ field on the template, where piece counts can be entered for each individual shipment.

The screenshot shows a 'Description of Cargo' field containing a list of items. The list includes 'Store No. ----' followed by two entries: 'XXXX carton(s) long grain rice' and 'XXXX carton(s) couscous (uncooked)'. Below this, another 'Store No. ----' is followed by two more entries: 'XXXX carton(s) long grain rice' and 'XXXX carton(s) couscous (uncooked)'. A 'Hide Optional Information' button is visible at the top left of the field.

When the bill is created, the user can update the shipment-specific details from the template entries. He or she would then add the Schedule B numbers with quantities equal to the total for that specific commodity across their entire shipment and leave the ‘Copy to BL Description’ box unchecked. The Schedule B commodity total information will

reflect on the grid and be transmitted on the manifest, but the user's alternative breakdown will be printed on the bill of lading based on their entry in the 'Description of Cargo' field.

The screenshot shows the 'Description of Cargo' section with a breakdown for 'Store No. 0128' and 'Store No. 4051'. A red box highlights the breakdown for 'Store No. 0128'. A red callout points to the 'ScheduleB Details' grid below, stating: 'Shipment specific details (i.e. store number and specific counts) have been added to the generic 'Description of Cargo' breakdown from the template.'

The 'ScheduleB Details' grid contains two entries:

	* ScheduleB#	* Customer Description	*Quantity	* U/M	Weight (lbs)	Volume (Cubic Feet)	* Value	Copy To BL Description
<input type="radio"/>	1006309010	long grain rice	626	CTN			52600	No
<input type="radio"/>	1902400000	couscous (uncooked)	232	CTN			26000	No

A red callout points to the 'Copy To BL Description' column, stating: 'Copy to BL Description checkbox was left unchecked and thus reflects 'No' in the grid. The 'SchB Description of Cargo' field does not appear as a result.'

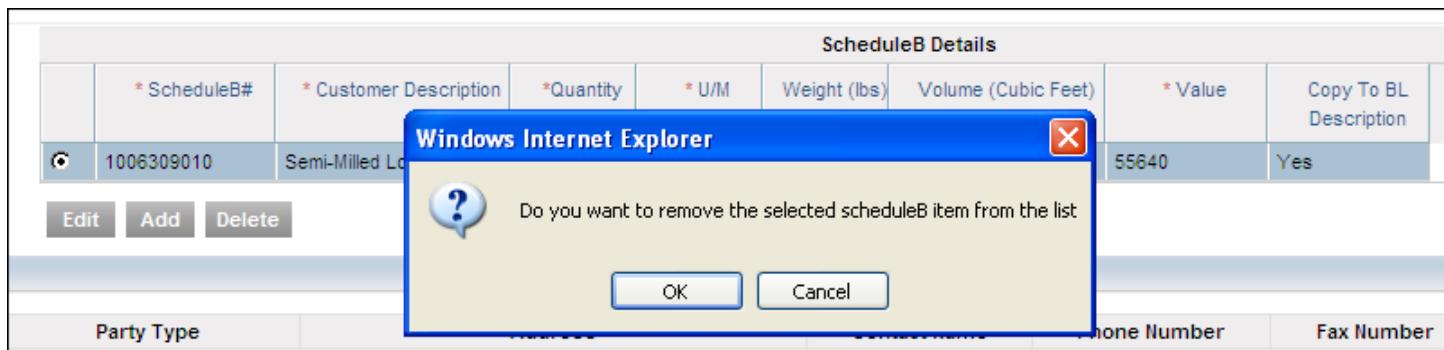
Below the grid, a note says: 'Totals for each Schedule B commodity are entered in the Schedule B Details grid'

## Editing or Deleting Existing Schedule B Entries

In order to edit or remove an existing Schedule B entry, the user will simply select the radio button to the left of the desired entry in the grid and click on either the 'Edit' or 'Delete' command.

The 'Edit' command will populate the Schedule B Details window for that entry, where the user may change the details and click on the 'Save & Exit' command to save the changes and close the window.

The 'Delete' command will populate a message window to confirm that the user intends to delete the selected item. Clicking 'OK' will delete the item. Clicking 'Cancel' will close the pop-up window and leave the Schedule B information as is.



If new Schedule B entries are added, edited or deleted AFTER the initial BL submission, the user MUST resubmit the BL after saving the changes in order for the updates to be reflected on the bill of lading as well as the manifest.

## Many Bookings to One BL

In cases where multiple bookings/equipment are associated with a single bill of lading, the Schedule B Details grid will be available for each individual booking as the Cargo and Equipment section on the BL Details page is expanded for the other details for each booking. Users may still enter up to 20 Schedule B Numbers for EACH individual booking associated with the bill of lading.