



# Landed Costs

Any organisation involved in the importation and distribution of goods faces a complex set of challenges. OneOffice 3000 Landed Costs provides a powerful, flexible and above all integrated solution to help you meet those challenges.

## Key Features at a Glance

- Comprehensive system for allocating overheads to the cost of imported goods
- Overheads from multiple suppliers apportioned across a single shipment
- Calculation of expected duty

OneOffice 3000 Landed Costs extends the Global 3000 purchasing suite with the facility to handle all the various trading entities involved in the supply chain, over and above normal suppliers. You can track producers for pricing and statistical purposes, buy from selling agents, directly from manufacturers or via their shipping agents, and set up accounts for multiple carriers.

Shipment management lies at the heart of Landed Costs. You can build your own shipments from scratch or by browsing through outstanding purchase requests on the stock queue, and create draft shipments to record overhead invoices that arrive before the contents of a shipment are known. A shipment can

comprise any number of consignments of different goods from any number of suppliers, together with assignment details (to tie goods to specific purchase orders and sales orders) and associated overheads.

OneOffice 3000 Landed Costs includes all the functionality required for calculating and allocating overheads to imported goods and posting them appropriately. Standard overheads can be set up and amended on a shipment by shipment basis: these can be general purpose, supplier-specific, product group specific (e.g. refrigeration costs for frozen or chilled foods) or supplier/product group specific. Overheads can be duty (referencing a table of tariffs

## Benefits

- Automatic calculation and allocation of overheads can reduce administrative costs
- Visibility of shipments within the supply chain integrated in a single system.

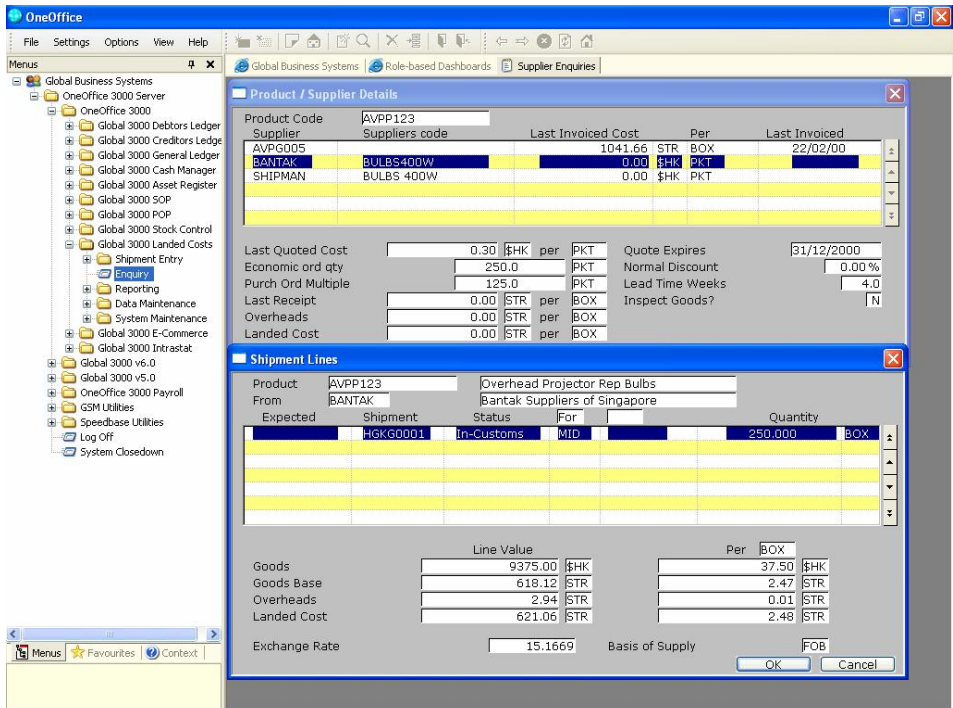


Figure 1. OneOffice 3000 Landed Costs provides visibility of shipments throughout the supply chain. Overheads are calculated and apportioned across a shipment to provide the landed cost of products that are imported.





and sensitivity percentages, with optional Customs-specific exchange rates) subject to duty or neither. Overheads can be calculated as a percentage of ex-works, FOB or CIF cost, as a unit cost by volume, weight or carton quantity, as a fixed value or as a value specified individually for each shipment. They can be allocated with complete flexibility across all or selected lines within a shipment, or posted directly to the OneOffice 3000 General Ledger.

For added convenience and improved management control, OneOffice 3000 Landed Costs offers user-defined attributes (with optional validation tables) to help you manage shipments in the precise manner your business demands.

OneOffice 3000 Landed Costs includes an excellent range of standard reports designed to help you manage your business rather than become a victim of information overload. Reports offer extensive selection and sequencing options, and can be tailored or added to using a powerful, cross-module report generator or, if you prefer, industry-standard tools.

An integrated and highly functional component of one of UK's leading business management solutions, OneOffice 3000 Landed Costs offers importers and distributors a complete, working solution.

## Specification

### Integration

OneOffice 3000 Landed Costs integrates with the following OneOffice 3000 modules:

- OneOffice 3000 General Ledger, to which it posts the values of goods received

- OneOffice 3000 Creditors Ledger, to which it posts invoices and from which it takes supplier details
- OneOffice 3000 Purchase Order Processing, from which it draws purchase order and supplier/product details, and to which it passes delivery and completion details
- OneOffice 3000 Stock Control, from which it draws product details and to which it passes changes in stock levels etc.
- OneOffice 3000 Intrastat, with which it shares the Tariff Code Table which holds tariff duty rates and sensitivity percentages for products
- OneOffice 3000 Sales Order Processing, to which it allocates received stock assigned to sales orders

### Suppliers

OneOffice 3000 Landed Costs handles multiple supplier types:

- Principal suppliers - suppliers who invoice for the bulk of the goods on a shipment
- Normal suppliers - suppliers with standard accounts in Creditors Ledger
- Agents. Purchase orders raised with an agent are processed by Landed Costs and ignored by Purchase Order Processing
- Manufacturers - suppliers to agents. These can be normal suppliers, another agent or a producer. When the manufacturer is a normal supplier, the invoice is raised by the manufacturer; i.e. the agent is a shipping agent
- Producers - do not invoice directly and purchase orders cannot be placed with them. Invoices are raised by the agent; i.e. the agent is a buying agent. Producers are recorded for pricing and statistical purposes only
- Main carrier/On carrier - suppliers who move a shipment along all or part of its route



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### Shipment Details

The following are recorded for each shipment:

- Shipment master record, including shipment reference, agent or supplier's name, container, and expected arrival date. The principal method of transport and the method used from Customs to final delivery are both recorded
- Shipment lines - one for each consignment of product shipped
- Assignment lines which assign part or all of the goods on a shipment line to a specific line on a purchase order
- Overhead lines which correspond to overhead costs associated with the shipment. There can be any number of these. Draft shipments can be set up to record invoices for overheads which arrive before shipment details are notified, and later automatically converted to a shipment master.

### Shipment Documents

The following document types are supported:

- Shipment Notification or Pro Forma Invoices
- Commercial Invoices
- Bills of Exchange
- Bills of Lading
- GSP Certificates
- Packing lists

### Duty Overheads

Overheads can be specified as duty, subject to duty, or neither duty nor subject to duty. Duty overheads are always charged to DDP.

Landed Costs provides a table of duty rates and sensitivity percentages for use in the calculation of expected duty on shipped goods. These values are held in

the Table of Tariff Codes. A tariff code can be specified for each product.

A separate table of Customs-specific exchange rates can be defined for use in duty calculations.

### Calculation of Overheads

Overheads can be calculated:

- As a percentage of ex-works cost, FOB cost or CIF cost
- As a unit cost by volume, weight or carton quantity
- As a fixed value
- As a value specified individually for each shipment Standard air freight overheads are calculated using volume-weight algorithm.

### Allocation of Overheads

Overheads can be allocated to all or selected lines of a shipment in any of the following ways:

- Equally
- By weight
- By volume
- By quantity
- By ex-works cost
- By FOB cost
- By CIF cost
- Manually

Alternatively, the cost can be posted directly to a OneOffice 3000 General Ledger account.

### Standard Overheads

A Standard Overhead can be set up for each possible type of overhead holding detailed data relating to its calculation, allocation and posting. When entering a shipment, the operator can choose the most suitable Standard Overhead(s) and optionally adjust them as required.



If a particular Standard Overhead arises on most shipments, it can be set automatically to generate an overhead whenever a new shipment is started. Overheads which are generated in this way can subsequently be modified if necessary.

Standard Overheads can be:

- General purpose
- Supplier-specific
- Product group-specific
- Supplier/product group-specific

#### Attributes

Users can define any number of attributes and associate them with shipments. An attribute can be a simple marker (e.g the attribute 'INSPECT' might be applied to shipments that require inspection) or can have a value or associated list of values (e.g. a list of inspectors' names).

#### Reports

Standard reports include:

- Shipment Audit Report - an audit trail of cost calculations produced by the apportionment function, including full shipment details and goods lines, for one or a range of shipments
- Shipment Details Report - full or summary details of one or more shipments, including or excluding different categories of information

- Stock in Transit Report - lists products on purchase order and the shipment(s) they are due to arrive on, in supplier or product sequence. Shipment lines not yet assigned to purchase orders appear in a separate section
- Purchase Costs Report - shows standard, FIFO, average, and latest cost versus the current standard selling price for a specified date in location/product group/product sequence
- Stock Availability Report - lists products and expected arrivals in date order. Uses the average stock usage (issues) of the past twelve months to calculate an estimated number of months worth of stock in transit and on purchase order (excluding items in transit) Standard reports can be amended or added to using Global Reporter.

**For more information, visit [www.OneOffice3000.com](http://www.OneOffice3000.com)  
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