

# User Manual

# Aptean Food and Beverage ERP

**Global Trade**

Product Documentation



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# Release notes

Article • 3/25/2026 • 2 min read

To view what's new or changed in each release of the Aptean Global Trade extension, select the specific release version.

Date	Release version	Description
March 2026	<a href="#">2505.6.0.0</a>	Stability release
February 2026	<a href="#">2505.5.0.0</a>	Stability release
January 2026	<a href="#">2505.4.0.0</a>	Stability release
October 2025	<a href="#">2505.3.0.0</a>	Stability release
August 2025	<a href="#">2505.2.0.0</a>	Platform release
July 2025	<a href="#">2505.1.0.0</a>	Stability release
July 2025	<a href="#">2505.0.0.0</a>	Feature release
May 2025	<a href="#">2504.5.0.0</a>	Stability release
April 2025	<a href="#">2504.4.0.0</a>	Stability release
April 2025	<a href="#">2504.3.0.0</a>	Platform release
April 2025	<a href="#">2504.2.0.0</a>	Stability release
March 2025	<a href="#">2504.1.0.0</a>	Platform release
March 2025	<a href="#">2504.0.0.0</a>	Feature release
March 2025	<a href="#">2503.0.0.0</a>	Feature release
March 2025	<a href="#">2502.1.0.0</a>	Stability release
March 2025	<a href="#">2502.0.0.0</a>	Feature release
March 2025	<a href="#">2501.0.0.0</a>	Feature release
February 2025	<a href="#">2402.5.0.0</a>	Stability release
February 2025	<a href="#">2402.4.0.0</a>	Stability release
February 2025	<a href="#">2402.3.0.0</a>	Stability release



January 2025	<a href="#">2402.2.0.0</a>	Stability release
January 2025	<a href="#">2402.1.0.0</a>	Stability release
November 2024	<a href="#">2402.0.0.0</a>	Feature release
October 2024	<a href="#">2401.7.0.0</a>	Platform release
October 2024	<a href="#">2401.6.0.0</a>	Stability release
September 2024	<a href="#">2401.5.0.0</a>	Stability release
August 2024	<a href="#">2401.4.0.0</a>	Stability release
July 2024	<a href="#">2401.3.0.0</a>	Stability release
July 2024	<a href="#">2401.2.0.0</a>	Stability release
July 2024	<a href="#">2401.1.0.0</a>	Stability release
June 2024	<a href="#">2401.0.0.0</a>	Feature release
April 2024	<a href="#">2301.6.0.0</a>	Stability release
April 2024	<a href="#">2301.5.0.0</a>	Stability release
March 2024	<a href="#">2301.4.0.0</a>	Stability release
March 2024	<a href="#">2301.3.0.0</a>	Stability release
March 2024	<a href="#">2301.2.0.0</a>	Stability release
March 2024	<a href="#">2301.1.0.0</a>	Stability release
October 2023	<a href="#">2301.0.0.0</a>	Feature release
May 2023	<a href="#">1.0.96728.0</a>	Initial release



# 2505.6.0.0

Release Note • 3/25/2026 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the *OnAfterGetPostingDateBasedOnJourney* integration event has been added to the *JourneyIntegration89FDW* codeunit to allow overwriting the posting date while loading the journey.

## Resolved issues

The following issue has been resolved in this release.

ID	Description
365104	The system fails to populate the weight quantity values on the <b>Item Ledger Entries</b> page when loading a journey for a purchase order with auto-assigned item tracking. Additionally, the <b>Weight Qty. to Handle</b> field value on the <b>Item Tracking Lines</b> page displays the total aggregated weight instead of the individual line weight when multiple tracking specification exist.



# 2505.5.0.0

Release Note • 2/25/2026 • 2 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the following changes have been made to ensure compatibility with Business Central, version 28.

The item tracking initialization method has been updated to use the new BC28 API structure. The *InitFromPurchLine* procedure call has been migrated from the Tracking Specification table to the *Purch. Line-Reserve* codeunit in the following locations:

- *LoadJourney89FDW* codeunit - The *AssignLotNo* procedure uses *PurchLineReserve.InitFromPurchLine(TrackingSpecification, PurchaseLine)* instead of *TrackingSpecification.InitFromPurchLine(PurchaseLine)* to properly initialize tracking specifications during journey load operations.
- *JourneyStatinLotNoInfoPOs89FDW* codeunit - The test codeunit has been updated with the same API change to ensure test coverage aligns with the production code.

## Resolved issues

The following issues have been resolved in this release.

ID	Description
340636	The system fails to automatically populate the <b>Weight Quantity (Kg)</b> field value on the <b>Item Tracking Lines</b> page when importing a manifest file through the <b>Manifest</b> page and executing the <b>Create &amp; Release Purchase Order</b> action for a catch weight item with license plate tracking.
340694	The system fails to retain the correct packaging location when loading a journey. Instead, the system updates the location code for all packaging items to the main location, causing items to be created or modified with incorrect warehouse locations and resulting in receipt issues during the purchase order processing workflow.
340679	An error occurs when creating a journey from a manifest after using the <b>Use Grower Pallet ID</b> toggle, even though the license plate does not exist in the system.
254968	An error occurs when executing the <b>Load</b> action on the <b>Journey</b> page. This issue arises when the <b>Lot No.</b> field value is assigned on the <b>Purchase Order</b> page for an item that has no <b>Lot No. Series</b> or <b>Lot No. Profile</b> field value on the <b>Item Card</b> page.



# 2505.4.0.0

Release Note • 1/28/2026 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, code changes have been made to various codeunits to improve the handling of column names with special characters and to support Excel files with multiple tabs.

## See also

- [Known issues](#) - Lists current issues and their status.



# 2505.3.0.0

Release Note • 10/22/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
321988	The system incorrectly updates the <b>Posting Date</b> field value on the <b>Warehouse Shipment</b> and <b>Warehouse Receipt</b> pages when they are created from the <b>Transfer Order</b> page. Additionally, the system incorrectly updates the <b>Posting Date</b> field value in the item ledger entries.



# 2505.2.0.0

Release Note • 8/27/2025 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the *NoSeriesManagement* codeunit has been replaced with the standard *No. Series* codeunit in the *LoadJourney89FDW* codeunit and in the *ContainerLoadHeader89FDW*, *Journey89FDW*, and *ManifestHeader89FDW* tables, to ensure compatibility with Business Central, version 27.



# 2505.1.0.0

Release Note • 7/30/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
289239	When the language is set to Dutch, the system incorrectly translates the caption Manifest on the <b>Manifest</b> page and in related references.



# 2505.0.0.0

Release Note • 7/30/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
305476	<p>The system fails to display the trade plans on the <b>Document Trade Lines</b> page of a purchase order created from an imported manifest via the <b>Manifest</b> page. This issue occurs for trade plans with the <b>Rate Type</b> field value set to <i>Amount per Shipping Unit</i> or <i>Amount per Shipping Container</i>.</p> <p>This issue arises only when the Apteon <a href="#">Packaging</a>, Apteon <a href="#">Advanced Attributes</a>, and Apteon <a href="#">Trade Management</a> extensions are installed.</p>



# 2504.5.0.0

Release Note • 5/21/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
290471	<p>The system incorrectly displays captions for fields containing <b>Departure</b> on the following pages:</p> <ul style="list-style-type: none"><li>• Journeys</li><li>• Journey</li><li>• Archived Journeys</li><li>• Archived Journey</li></ul>



# 2504.4.0.0

Release Note • 4/23/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
285952	The system fails to update the <b>Posting Date</b> field value on the <b>Item Ledger Entries</b> page based on the <b>Purchase Order Item Ledger Receipt Date</b> field value configured on the <b>Global Trade Setup</b> page when the <b>Receipt Location</b> field value is blank.

## UI/UX changes

The **Item Ledger Posting Date** field has been renamed to **Purchase Order Item Ledger Receipt Date** on the **Global Trade Setup** page.



# 2504.3.0.0

Release Note • 4/17/2025 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the following integration events have been added to the *ManifestManagement89FDW* table to support customization.

- OnBeforeCreatePurchaseHeader
- OnAfterCreatePurchaseHeaderBeforeModify
- OnBeforeCreatePurchaseLine
- OnAfterCreatePurchaseLineBeforeModify



# 2504.2.0.0

Release Note • 4/9/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
282376	The system incorrectly displays an error message upon executing the <b>Create Whse. Document</b> action on the <b>Shop Floor Activities</b> page. This issue occurs only when the Apteon <a href="#">Shop Floor Logistics</a> extension is installed.



# 2504.1.0.0

Release Note • 3/27/2025 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, change has been made to the *LoadJourney89FDW* codeunit to ensure that the posting date is correctly derived from the appropriate source document and type.

### Note

This enhancement is made in continuation with the changes implemented in version [2504.0.0.0](#)



# 2504.0.0.0

Release Note • 3/26/2025 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the system updates the **Posting Date** field value on the **Item Ledger Entries** page based on the type of the **Item Ledger Posting Date** field value configured on the **Global Trade Setup** page.

### Note

The date for the selected **Item Ledger Posting Date** field type is defined on the **Journey** page.

## UI/UX changes

The **Item Ledger Posting Date** field has been added to the **Global Trade Setup** page.



# 2503.0.0.0

Release Note • 3/26/2025 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the system displays the total number of containers assigned to the document in the **No. of Containers** field on the **Transfer Order** and **Purchase Order** pages. Additionally, on the **Global Trade Details** FactBox on the **Purchase Order**, **Transfer Order**, **Sales Order**, **Posted Purchase Invoice**, **Posted Sales Invoice**, and **Posted Transfer Shipment** pages, you can view the **No. of Container Loads** field. To know more, see [Container Loads](#).

## UI/UX changes

The following UI/UX changes have been made in this release.

- The **No. of Containers** field has been added to the **Global Trade Details** FactBox on the **Transfer Order** and **Purchase Order** pages.
- The **No. of Containers** field has been renamed to the **No. of Container Loads** on the **Global Trade Details** FactBox on the following pages:
  - Purchase Order
  - Transfer Order
  - Sales Order
  - Posted Purchase Invoice
  - Posted Sales Invoice
  - Posted Transfer Shipment



# 2502.1.0.0

Release Note • 3/12/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
269893	An error occurs upon executing the <b>Load</b> action on the <b>Journey</b> page after a purchase order is created when the <b>Enabled</b> toggle on the <b>Workflow</b> page is turned on and a journey is created for it.



# 2502.0.0.0

Release Note • 3/11/2025 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, you can view the **Quantity** (UOM) field value on the **Item Ledger Entries** page upon executing the **Depart** action on the **Journey** page. This applies if a purchase order has a value in the **Net Weight** field and the **Catch Weight** toggle on the **Item Card** page is turned on, after registering warehouse put-away and pick.

Additionally, you can view the **Quantity** (UOM) field value on the **Item Ledger Entries** page of the warehouse receipt linked to the transfer order.

### Note

The UOM value may vary based on the value selected on the **Catch Weigh Setup** page.

## Integrations

The Aptean Global Trade extension is integrated with the Aptean [Catch Weight](#) extension. To know more, see [Integrations](#).



# 2501.0.0.0

Release Note • 3/11/2025 • 1 min read

## Features

With this release of the Aptean Global Trade extension, you can:

- View the trade information and assigned container information on the **Transfer Order**, **Posted Transfer Receipt**, and **Posted Transfer Shipment** pages when the associated transfer order is created via the **Journey** page.
- Navigate directly to the **Journey** and **Container** pages from the **Sales Order**, **Purchase Order**, and **Transfer Order** pages by selecting the value in the **No. of Journeys** and **No. of Containers** fields on the **Global Trade Details** FactBox.

## UI/UX changes

The following UI/UX changes have been made in this release.

- The **Trade Information** FastTab has been added to the **Transfer Order** card, **Posted Transfer Receipt**, and **Posted Transfer Shipment** pages.
- The **Assigned Container(s)** field has been added to the **Lines** FastTab of the **Transfer Order** card, **Posted Transfer Receipt**, and **Posted Transfer Shipment** pages.
- The **Global Trade** checkbox has been added to the **Transfer Orders** list page.
- The **No. of Journeys** and **No. of Containers** fields on the **Global Trade Details** FactBox of the **Sales Order**, **Purchase Order**, and **Transfer Order** pages have been converted to flow fields.



# 2402.5.0.0

Release Note • 2/27/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
269982	The system incorrectly includes non-item lines when adding purchase order lines to a container on the <b>Container Load</b> page. Additionally, the system fails to post non-item lines when executing the <b>Load</b> action on the <b>Journey</b> page, resulting in an error when posting the associated purchase order.



# 2402.4.0.0

Release Note • 2/12/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
266139	The system does not allow to edit the <b>Est. Arrival Date</b> and <b>Arrival Date</b> fields on the <b>Journey</b> page after executing the <b>Load</b> or <b>Depart</b> action.



# 2402.3.0.0

Release Note • 2/4/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
263849	The system incorrectly displays the gross weight of a single unit of an item in the <b>Gross Weight</b> field of the container load line instead of showing the gross weight for the total quantity in the line.



# 2402.2.0.0

Release Note • 1/30/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
261208	The system fails to display the dimensions associated with the vendor in the <b>Dimension Set ID</b> field on the <b>Item Ledger Entries</b> page for transfer shipments. This issue occurs when the dimensions are set up for the associated vendor on the <b>Default Dimensions</b> page and the transfer shipments are created via the manifest process.



# 2402.1.0.0

Release Note • 1/6/2025 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
243685	An error occurs upon executing the <b>Load</b> action on the <b>Journey</b> page if the <b>Status</b> field value is changed from <i>Planned</i> to <i>Loaded</i> .



# 2402.0.0.0

Release Note • 11/5/2024 • 1 min read

## Enhancements/Modifications

This extension has been updated to ensure interoperability with the Aptean Feature Control extension. To know more, see [Highlights of Feature Control, version 2401.0.0.0](#).



# 2401.7.0.0

Release Note • 10/23/2024 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the *OnAfterCreateShptLineFromTransLine* and *OnAfterCreateRcptLineFromPurchLine* events in the *Whse.-Create Source Document* codeunit have been replaced with the *Transfer Warehouse Mgt.* and *Purchases Warehouse Mgt.* source codeunits to ensure compatibility with Business Central, version 26.



# 2401.6.0.0

Release Note • 10/17/2024 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
235571	An error occurs when multiple users of the same company execute the <b>Import Manifest</b> action on the <b>Manifest</b> page.



# 2401.5.0.0

Release Note • 9/16/2024 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
228864	The system takes longer than expected to create a purchase order upon executing the <b>Create Purchase Order</b> action on the <b>Manifest</b> page.



# 2401.4.0.0

Release Note • 8/21/2024 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, modifications have been made to accommodate the following changes:

- Enhanced application interaction: Procedures have been added to enhance the application interaction, improve upgrade tag management, streamline upgrade and installation processes, and provide additional flexibility by managing upgrades on a per-company and per-database basis.
- Application area refresh: Updates have been implemented to improve the application area refresh process by integrating a new procedure into the *Enable* codeunit.
- Improved management of install and upgrade code: The *Install* and *Upgrade* codeunits have been updated to streamline the handling of installation, reinstallation, and upgrade processes, ensuring smoother transitions and minimizing disruptions during these operations.
- Centralized license management procedures: The existing license management codeunit has been modified to use centralized license management procedures, further reducing the need for application-specific adjustments.
- Enhancements have been made to update the process within the application to handle the *User Group* and *User Group Permission Set* tables. This change ensures compatibility with current and future versions of Business Central, even when the *User Group* and *User Group Permission Set* tables are deprecated.

### ! Note

The *User Group* and *User Group Permission Set* tables are deprecated in Business Central, version 25.



# 2401.3.0.0

Release Note • 7/30/2024 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
220881	An error occurs on the <b>Journey</b> page upon executing the <b>Load</b> action if a purchase order linked to the journey page includes an item with a value in the <b>Lot No. Profile</b> field on the <b>Item Card</b> page.



# 2401.2.0.0

Release Note • 7/19/2024 • 1 min read

## Resolved issues

The following issues have been resolved in this release.

ID	Description
216985	The system fails to update the <b>Location Code</b> field value for the lines on the <b>Manifest Lines</b> FastTab upon executing the <b>Import Manifest</b> action, even when the location code is entered on the <b>Manifest</b> page.
216986	The system incorrectly updates the <b>Destination Document Line No.</b> , <b>Destination Lot No.</b> , and <b>Destination License Plate No.</b> fields on the <b>Manifest</b> page upon executing the <b>Update Manifest</b> action. This issue occurs when the purchase order was created and released via the <b>Create &amp; Release Purchase Order</b> action on the <b>Manifest</b> page and the items have the same GTIN code.
216989	The system creates a duplicate entry on the <b>Item Tracking Lines</b> page when the associated purchase order is created with the <b>Destination License Plate No.</b> field set to <i>Multiple License Plates</i> but has the same GTIN code.



# 2401.1.0.0

Release Note • 7/5/2024 • 1 min read

## Enhancements/Modifications

The Aptean Global Trade extension has been updated to include lot attributes when creating purchase order lines through the **Manifest** page. This functionality applies to all the options available in the **Purchase Order Per** field on the **Manifest** page. For more information, see [Manifest header fields](#).

## Resolved issues

The following issue has been resolved in this release.

ID	Description
210659	The system fails to release the purchase order when executing the <b>Create &amp; Release Purchase Order</b> action on the <b>Manifest</b> page. This issue occurs only when the Aptean <a href="#">Lot Management</a> extension is installed and the <b>Automatically Assign Lot No. on Purchase Order</b> field is set to <i>On Release</i> on the <b>Lot Management Setup</b> page.



# 2401.0.0.0

Release Note • 6/12/2024 • 1 min read

## Features

With this release of the Aptean Global Trade extension, you can view shipping time and trade-related information on purchase return orders and posted purchase return shipments. This includes details such as port of loading code and name, port of discharge code and name, vessel code and name, and shipping company code and name. For more information, see [Create Purchase Order](#).

## UI/UX changes

The following UI/UX changes have been made in this release.

- The **Trade Information** FastTab is added to the **Purchase Return Order** and **Posted Purchase Return Shipment** pages.
- The **Shipping Time** field is added to the **Purchase Return Order** and **Posted Purchase Return Shipment** pages.



# 2301.6.0.0

Release Note • 4/17/2024 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
177765	An error occurs while creating a <b>Journey</b> from the <b>Manifest</b> page when the quantity specified in the related purchase order lines exceeds or falls below the defined container quantity, and the selected location is a direct location (non-warehouse location).



# 2301.5.0.0

Release Note • 4/9/2024 • 2 min read

## Resolved issues

The following issues have been resolved in this release.

ID	Description
177821	The Purchase Order does not get released upon executing the <b>Create &amp; Release Purchase Order</b> action on the <b>Manifest</b> card page. Additionally, the lot number is not automatically assigned to it.
188898	The quantity in the item tracking line is doubled when the purchase order is created using the <b>Create &amp; Release Purchase Order</b> action on the <b>Manifest</b> card page. This occurs if the relevant location has the <b>Require License Plate Tracking</b> toggle turned off.
174312	The quantity of the Purchase Order lines gets combined for items that do not have GTIN numbers. This occurs when the Purchase Order is created through the <b>Manifest</b> card page.
182348	An error occurs when creating a Purchase Return Order for the Purchase Order that is created through the <b>Manifest</b> card page if the container number length exceeds three characters.
177721	The <b>Direct Unit Cost</b> and <b>Line Discount %</b> values are not populated in the relevant fields of the Purchase Order line and on the relevant <b>Applied Purchase Price and Discount</b> page if the Purchase Order is created through the <b>Manifest</b> card page.
185265	On the <b>Container Load</b> card page, the value in the <b>Gross Weight</b> field on the header is not updated immediately after adding the Container Load lines.



# 2301.4.0.0

Release Note • 3/20/2024 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
182104	An error occurs while opening the <b>FactBox</b> of an empty <b>Posted Purchase Invoice</b> .



# 2301.3.0.0

Release Note • 3/20/2024 • 1 min read

## Resolved issues

The following issue has been resolved in this release.

ID	Description
175652	On the <b>Journey</b> page, creating a new <b>Journey</b> from <b>Container Load</b> is not possible.



# 2301.2.0.0

Release Note • 3/15/2024 • 1 min read

## Enhancements/Modifications

The Aptean Global Trade extension has been updated for the Dutch language codes [nl-BE] and [nl-NL] to cater to the Netherlands and Belgium markets.

## UI/UX changes

The **Island Clearance Depot** field has been renamed to **Inland Clearance Depot** on the **Un/LoCodes** page.



# 2301.1.0.0

Release Note • 3/6/2024 • 1 min read

## Enhancements/Modifications

With this release of the Aptean Global Trade extension, the issues arising from the indirect permission set have been effectively resolved to ensure the seamless functionality of the extension.



# 2301.0.0.0

Release Note • 10/16/2023 • 3 min read

## Features

With this release of the Aptean Global Trade extension, you can:

- Assign the goods to the container loads to allocate them within the shipping containers and associate them with the journey. For more information, see [Container Loads](#).
- Create journeys, assign container loads to the journeys and track the entire process from the destination point to the arrival destination. For more information, see [Journeys](#).
- Assign the in-transit location for the containers being transported in the journey.
- Assign numbers for the new journeys and container loads.

For more information, see [Global Trade Setup](#).

- Assign the receipt location in which the received items are stored during the loading process of containers into the vessel.
- Choose the mode of transportation for delivering the goods in the vessel.
- Use standard carrier alpha code to identify the shipping agent.

For more information, see [Define codes for loading and unloading locations](#).

- Create data exchange definitions directly from the **Manifest** and customize them to meet your specific requirements.
- Flexibly arrange the columns of the manifest, using the **Manifest Field Mappings** function, in any order you prefer to match the layout of the manifest file you intend to import.
- Set up translations for values on the manifest file that need to be imported into system values.
- Create a journey directly from the manifest, along with the associated purchase orders and container loads.
- View the unmodified values that are extracted directly from the imported manifest file without undergoing any translation on the **Original Manifest Lines** FastTab.
- Ensure that the GTIN value on the manifest file matches the value on the relevant Item Card page or the **Item References Entries** page.

For more information, see [Manifests](#).

## UI/UX changes

The following UI/UX changes have been made in this release:



- The following pages are added:
  - **Container Loads** list
  - **Container Load** card
  - **Archived Container Loads** list
  - **Archived Container Load** card
  - **Journeys** list
  - **Journey** card
  - **Archived Journeys** list
  - **Archived Journey** card
  - **Journey Logs**
  - **Deleted Reservation Entries**
  - **Manifest Field Mappings**
  - **Manifest Translations**
- A **Journey & Container Loads** FastTab is added to the **Global Trade Setup** page along with the **In-transit location**, **Journey No. Series**, **Container Load No. Series**, **Receipt Location** and **Receipt Bin** fields.
- A **Receipt Location** and **Receipt Bin** field is added to the **Un/LoCodes** page.
- A **Transport Type** field is added to the **Vessels** page.
- A **SCAC** field is added to the **Shipping Agents** page.
- A **Create Data Exchange Definition** action is added to the **Global Trade Setup** and **Manifest** card page.
- The **Create Journey** action, **Journey** action, **Container Load** action and **Original Manifest Lines** FastTab are added to the **Manifest** card page.
- The **Global Trade Details** FactBox and **Journeys** action are added to the following pages:
  - **Posted Sales Invoices** list
  - **Posted Sales Invoice** document
  - **Posted Purchase Invoices** list
  - **Posted Purchase Invoice** document
  - **Posted Transfer Receipts** list
  - **Posted Transfer Receipt** document
  - **Posted Transfer Shipments** list
  - **Posted Transfer Shipment** document
- The **Create Container Load**, **Remove Container Load** and **Assign Container Load** actions are added to the following:
  - **Sales Orders** list



## Global Trade

- **Sales Order** document
- Sales Order line
- **Purchase Orders** list
- **Purchase Order** document
- Purchase Order line
- **Transfer Orders** list
- **Transfer Order** document
- Transfer Order line
  
- The **Global Trade Details** FactBox, **Container Loads** and **Journeys** actions are added to the following pages:
  - **Sales Orders** list
  - **Sales Order** document
  - **Purchase Orders** list
  - **Purchase Order** document
  - **Transfer Orders** list
  - **Transfer Order** document



# 1.0.96728.0

Release Note • 5/8/2023 • 1 min read

## Features

With the features added in this release of the Aptean Global Trade extension, you can:

- Simplify the management of shared manifest information from multiple suppliers by importing Excel or CSV files into Business Central.
- Register vessels and containers for different modes of transportation. For more information, see [Container](#).
- Register loading and unloading locations to plan and manage transportation efficiently. For more information, see [Define codes for loading and unloading locations](#).
- Define numbering sequences in the manifest record setup. For more information, see [Global Trade Setup](#).
- Perform field validation and error checking at various stages to ensure seamless manifest processing. For more information, see [Manifest Error](#).
- Create purchase orders with manifest information. For more information, see [Processing Manifest](#).
- Archive manifests to maintain a history of manifest records. For more information, see [Archive Manifest](#).



# Introduction

Article • 5/8/2023 • 1 min read

The Aptean Global Trade (GTR) extension provides a streamlined approach for managing the shared manifest information from multiple suppliers. The extension effortlessly creates transaction documents by importing Excel or CSV files into Business Central. By automating the process, this extension reduces costs, mitigates errors, and prevents file duplication.

In addition, this extension offers a dynamic and flexible solution for trading companies as it allows the creation of new purchase orders using the manifest record. It facilitates creating journeys, assigning container loads to the journeys, and tracking the entire process from the departure point to the destination point.



# Main Features of the Global Trade

Article • 5/8/2023 • 1 min read

The main features of the Aptean Global Trade extension are

Feature	Details
Vessels and Container Definitions	You can register multiple vessel types and container types that cater to different modes of transportation, such as rail, sea, air, and road.
Loading and Unloading Ports	You can specify a location (loading or unloading port) record so the logistics team can efficiently plan and manage fresh products' transportation.
Setup for Manifest File Management	You can identify the folder locations for source and destination files involved in the import. Numbering sequences define the records, including the manifests and archiving manifests.
Imports and Error Checking	This extension enables manual imports of manifests. In addition, error checking is done against individual field validations.
Manifest Archiving	Once a purchase order is created for the manifest, it can be archived for record-keeping purposes. This extension maintains a history of all successfully imported manifests. In addition, the archiving process can be performed manually for each manifest record.
Containers Loads	You can allocate, load, and organize goods within shipping containers for efficient transportation.
Journey	Journeys streamline the process of assigning container loads for delivery and track the entire process from the destination point to the arrival destination



# Setup

Article • 11/6/2024 • 1 min read

The following setups are required.

- [Manage permission sets](#)
- [Set up global trade](#)
- [Define codes for loading and unloading locations](#)



# Manage permission sets

Article • 11/6/2024 • 3 min read

Permission sets in Business Central define a user's access level to various features and data within this extension.

We provide the following system permission sets:

- Direct
- Indirect

## Direct permission sets

Users with this permission set can perform specific actions directly without requiring additional approvals or workflows. These sets include permissions to read, modify, delete, and create data.

The direct permission set ID for this extension is *GLOBALTRADE89FDW*.

## Indirect permission sets

Users with this permission set can perform specific actions. This is used in conjunction with other permission sets to allow you to perform certain actions. These permissions typically involve additional conditions or approvals before the action can be completed.


The indirect permission set ID for this extension is *GLOBALTRADEBSC89FDW*.

## User-defined permission sets

In addition to the system permission sets we provide, you can create new permission sets or copy system permission sets and modify or delete access to specific entities according to your requirements. For more information, see [Assign permissions to users and groups](#).

## Assign a permission set



1. Select the Search icon , enter **Users**, and then choose the related link.  
The **Users** list page opens.
2. Navigate to the username for which you want to assign the permission set and select it.  
The **User Card** page opens.



3. On the **User Permission Sets** FastTab, in the **Permission Set** field, enter the valid permission set for this extension.

The associated fields are automatically updated based on the entered value.

The user has the necessary permissions to use the features of the Aptean Global Trade extension, ensuring secure and role-based access.



# Set up global trade

Article • 4/23/2025 • 5 min read

Use the **Global Trade Setup** page to define the numbering sequences used to assign numbers when new manifest records are created. You can also set up the data exchange framework to process the data files.



1. Select the Search icon , enter **Global Trade Setup**, and then choose the related link.

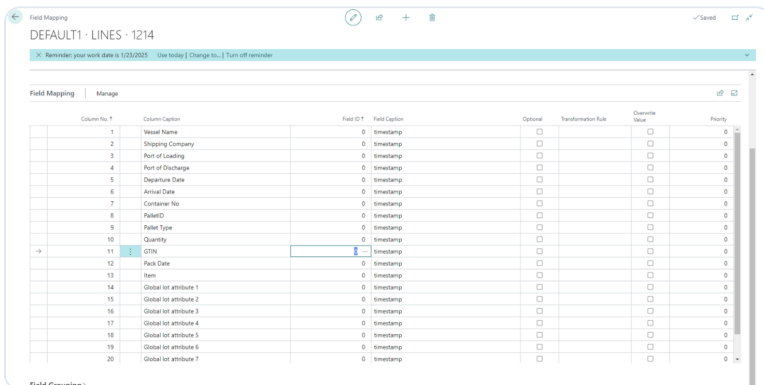
The **Global Trade Setup** page opens.

2. On the **Manifest FastTab**, in the **Data Exch. Definition** field, select the code.

This field value gets populated by performing the **Set Default Values** function. For more information, see the **Import Configuration Package** topic explained below.

## Important

Ensure that the columns in the data exchange definition match with the corresponding columns in the Excel file (see the image below). Any mismatch between the two can result in errors and data inconsistencies. Therefore, If you notice any discrepancies, review and resolve them before proceeding.



Column No.	Column Caption	Field ID	Field Caption	Optional	Transformation Rule	Column Map	Priority
1	Vessel Name	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
2	Shipping Company	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
3	Port of Loading	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
4	Port of Discharge	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
5	Departure Date	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
6	Arrival Date	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
7	Container No.	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
8	PalletID	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
9	Pallet Type	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
10	Quantity	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
11	GTIN	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
12	Pack Date	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
13	Item	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
14	Global list attribute 1	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
15	Global list attribute 2	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
16	Global list attribute 3	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
17	Global list attribute 4	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
18	Global list attribute 5	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
19	Global list attribute 6	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0
20	Global list attribute 7	0	Timestamp	<input type="checkbox"/>		<input type="checkbox"/>	0

You can also create a new data exchange definition, which includes the columns derived from the fields on the manifest lines by default. Additionally, you can introduce new columns and arrange them as per your specific requirements. You have the flexibility to arrange the columns in any order you prefer to match the layout of the manifest file you intend to import.

On the action bar, select **Actions > Create Data Exchange Definition**, to create a new data exchange definition. You can also perform this function directly from the **Manifest** card page. For more information, see [Manifest Field Mappings](#).

3. In the **Manifest Nos.** field, select the number series code for the manifest.

This sequence is used to assign numbers when new manifest records are created.



4. On the **Journey & Container Loads** FastTab, in the **In-transit location** field, select the required code. This location is used as an in-transit location for the containers being transported from the departure point to the destination during the journey's progress.

#### Note

Only locations with the **Use As In-Transit** toggle turned on on the **Location Card** page can be selected in this field.

5. In the **Journey No. Series** field, select the number series code for journeys. This sequence is used to assign numbers when new journey records are created.
6. In the **Container Load No. Series** field, select the number series code for container loads. This sequence is used to assign numbers when new container load records are created.
7. In the **Receipt Location** field, select the required code. This location serves as the destination where the received items are stored during the loading of containers into the vessel.
8. In the **Receipt Bin** field, select the required code. This bin is used to store the received items during the loading of containers into the vessel.
9. In the **Purchase Order Item Ledger Receipt Date** field, specify the type of date that is used as the posting date on the item ledger entries. The available options are:
  - *Date Loaded* : Indicates the date when the journey was loaded.
  - *Departure Date* : Indicates the date when the shipment is scheduled to depart.
  - *Est. Departure Date* : Indicates the date when the shipment is expected to depart.

## Import configuration package

You must set up the data exchange framework to process the data files. You can automatically import a set of default setup tables by clicking the **Set Default Values** function on the **Actions** menu of the **Global Trade Setup** page. This action will create new data exchange mappings and take it as the default.

#### Note

The **Set Default Values** action must only be performed once during the initial setup process. Subsequently, the default values will be automatically applied to new data exchange mapping.

This results in the following:

- New permission sets developed for Aptean Global Trade are imported into the database.
- Records are added to the Aptean Int. Table Mapping List and Aptean Table Mapping List.
- A number of tables are processed, and records are inserted or amended.




# Define codes for loading and unloading locations

Article • 5/8/2023 • 8 min read

Use the **Un/LoCodes** page to define the codes for loading and unloading locations. These location are a component of freight distribution as they support export and import activities. Goods can reach the ports through direct transportation via road or indirectly via inland or feeder ports.

## To set up a location



1. Select the Search icon , enter **Un/LoCodes**, and then choose the related link.

The **Un/LoCodes** page opens.

2. On the action bar, click **New** to create a new record.

3. In the **Code** field, enter the code (the length of the string should be five characters). For example, if you want to register the city of Chennai in India as a port: - enter INMAA.

### Note

Ensure that the code adheres to the United Nations Code for Trade and Transport location codes, if not, an error message appears.

Based on the code entered, the country code and name are populated in the **Country/Region** and **Country Name** fields.

4. Select the checkbox corresponding to the type of port mainly utilized for the shipment and receipt of goods.

5. In the **Receipt Location** field, select the required code. This location serves as the destination where the received items are stored during the loading process of containers into the vessel.

6. In the **Receipt Bin** field, select the required code. This bin is used to store the received items during the loading of containers into the vessel.


## Container

You can set up the different types of containers by providing a detailed description of each type of container to ensure that the cargo can be properly loaded and transported. The descriptions include the width, height, length, weight, mode of arrival (e.g., ocean, land, or air), and any special features or requirements.



## To set up Container




1. Select the Search icon , enter **Containers**, and then choose the related link.  
The **Containers** page opens.
2. On the action bar, click **New**.
3. In the **Code** field, enter the code of the container.
4. In the **Description** field, enter the short description for the code.
5. In the **ISO Type** field, select the ISO code used as the standard identification of a shipping container.
6. In the **Refrigerated** checkbox, set whether this container is equipped with a refrigeration system.
7. Fill in the fields as necessary.

## Vessels

Vessels play an important role in the freight industry, serving as a popular transportation mode for shipping goods over long distances. To facilitate the movement of goods through vessels, codes and descriptions of vessels can be defined. These records uniquely identify each vessel by registration mark and are used in the setup of freight movements and included in manifest records for tracking and documentation purposes.

## To setup Vessels



1. Select the Search icon , enter **Vessels**, and then choose the related link.  
The **Vessels** page opens.
2. On the action bar, click **New**.
3. In the **Code** field, enter the code of the vessels. Each vessel record is identified by a unique code.
4. In the **Description** field, enter the short description for the vessel.
5. In the **Transport Type** field, select the mode of transportation through which the goods in this vessel should be delivered.


## Set Shipping Agents

You can differentiate the shipping companies used for transporting goods by defining them on the **Shipping Agents** page. This will allow you to specify the shipping companies for each purchase order.



## To set the Shipping Agents:



1. Select the Search icon , enter **Shipping Agents**, and then choose the related link.  
The **Shipping Agents** page opens.
2. Select the **Shipping Company** check box to differentiate the shipping agents that are actual shipping companies from those that are not. If this field is set, the record will be shown on the Purchase Order page.
3. In the **SCAC** field, enter the unique standard carrier alpha code which helps you to identify the shipping agent.

### Note

In this field, the length of the string should be two to four characters.



# Manifests

Article • 7/5/2024 • 10 min read

On the **Manifest** page, you can view the details of the unregistered manifests imported into the system using the **Import Manifest File** action.

## Manifest header fields

The following fields are displayed on the manifest header:

Field	Description
<b>No.</b>	The code for the number series is determined by the numbering sequence configured on the <b>Manifest FastTab</b> of the <b>Global Trade Setup</b> page, which is assigned automatically to the manifest record.
<b>Status</b>	<p>The status values in the manifest process correspond to different stages and impact the actions activated at each stage.</p> <ul style="list-style-type: none"> <li>• <i>New</i> – New manifest entry is created. <i>Error Manifest</i> – Excel file is detected with errors while importing.</li> <li>• <i>Errors Purchase Order</i> – Manifest document is processed with error. You can also view the <b>Manifest Errors</b> page by clicking the number in the <b>No. of Error</b> field and resolve the error.</li> <li>• <i>Errors on PO Release</i> – Purchase order is processed with error while releasing. You can also view the <b>Manifest Errors</b> page by clicking the number in the <b>No. of Error</b> field resolve the error.</li> <li>• <i>Ready for Creation</i> – Manifest record is ready for purchase order creation with no errors.</li> <li>• <i>Orders Created</i> – A purchase order is created as a result of a manifest.</li> <li>• <i>Journeys Created</i> – A journey, along with the associated purchase orders and container loads, is generated for the specific manifest according to the configurations set on the manifest.</li> </ul>
<b>Document Date</b>	The file creation date usually corresponds to the current date.
<b>Planned Receipt Date</b>	The anticipated or scheduled date for the expected delivery or arrival of goods is specified.
<b>Data Exchange Definition Code</b>	The code for the data exchange definition, used for field mappings, is inherited from the <b>Data Exch. Definition Manifest</b> field on the <b>Global Trade</b>



	<b>Setup</b> page by default. You can modify this value or create a new data exchange definition for the specific manifest. If this field is left blank, the default value is applied. To create a new data exchange definition, see <a href="#">Manifest Field Mappings</a> .
<b>File Name</b>	The name of the imported file.
<b>File Location</b>	The location where the imported manifest files are stored.
<b>Purchase order per</b>	<p>Select the option based on which the purchase order should be created.</p> <ul style="list-style-type: none"> <li>• <i>GTIN</i> – The system creates a separate purchase order for each unique GTIN, as well as for each item that lacks a GTIN. Within each purchase order, lines will be generated for each combination of unique containers, pallet types, and lot attributes.</li> <li>• <i>Container</i> – The system creates a separate purchase order for each unique container. Within each purchase order, lines will be generated for each combination of unique pallet types with GTIN, items that lack a GTIN, and lot attributes.</li> <li>• <i>Pallet Type</i> – The system creates a separate purchase order for each unique pallet type. Within each purchase order, lines will be generated for each combination of unique containers with GTIN, items that lack a GTIN, and lot attributes.</li> <li>• <i>File</i> – The system creates a separate purchase order for the entire manifest file. Within each purchase order, lines will be generated for each combination of unique containers with GTIN, items that lack a GTIN, pallet types, and lot attributes.</li> <li>• <i>Attribute</i> - The system creates a separate purchase order for each unique GTIN, as well as for each item that lacks a GTIN. Within each purchase order, lines will be generated for each combination of unique containers, pallet types, and lot attributes.</li> </ul>
<b>Description</b>	The short description of the manifest file.
<b>Vendor No.</b>	The vendor code is specified to identify the port authority from which the inventory will be shipped or received.
<b>Vendor Name</b>	The name of the vendor.
<b>Location</b>	The code of the location where you want the items to be placed when they are received.
<b>Errors</b>	This is a count of the errors detected because of importing a manifest file. You can open the Manifest Errors page by clicking the number, e.g., "1" in this field.

## Manifest line fields

The manifest header record has associated details lines that include the following fields. These fields display the translated values of the data from the imported manifest file. These translations are determined by the manifest



translations that have been configured, aligning the data with the relevant values already present within the system. To set up the manifest translation, see [Manifest Translations](#).

- Port of Loading
- Port of Discharge/Unloading
- Departure Date
- Arrival Date
- Pack Date
- Location Code
- Vessel
- Shipping Company
- Container No.
- Item No.
- Item Description
- GTIN

 Note

When importing a manifest file, if it contains a value for GTIN, the system will verify this value against the **GTIN** field on the relevant **Item Card** page. If the **GTIN** field on the **Item Card** page is empty, the system will then verify the **Item Reference Entries** page. If the **GTIN** field on the **Item Card** page and the **Item Reference Entries** page are blank, the system will generate an error.

- Quantity
- Pallet Type
- Pallet ID
- No. of Errors
- Comments
- Destination Document table ID
- Destination Document Type
- Destination Document No.
- Destination Document Line No.
- Destination Lot No.

Other extension fields include:

When this extension is used in conjunction with Apteau [Advanced Attributes](#) extensions, the manifest lines will show the fields associated with those extensions.



## Original Manifest line fields

The fields on the **Original Manifest Lines** FastTab are identical to the fields on the **Manifest Lines** FastTab. However, these fields display the unmodified values extracted directly from the imported manifest file without undergoing any translation. By analysing the two sets of information, you can determine whether any changes are required before registering the manifest.

## Manifest Actions

The following actions are available on the **Manifest** card page:

Action	Description
>	<b>Actions menu</b>
<b>Import Manifest</b>	Import an Excel or CSV file received from various suppliers into the system. The system generates the relevant manifest lines upon successful import (without any errors). These lines contain information populated from the file. This action is disabled when the manifest is in the following statuses: <i>Orders Created</i> , <i>Errors Journey</i> , or <i>Journeys Created</i> .
<b>Create Data Exchange Definition</b>	Create a new data exchange definition specifically for the manifest. For more information, see <a href="#">Manifest Field Mappings</a> . This action is disabled when the manifest is in the following statuses: <i>Orders Created</i> , <i>Errors Journey</i> , or <i>Journeys Created</i> .
<b>Recheck</b>	Check over errors after making changes to the manifest data. This action is enabled when the manifest is in the following statuses: <i>Errors Manifest</i> or <i>Ready for Creation</i> .
<b>Create Purchase Order</b>	Create a purchase order based on the option selected in the <b>Purchase Order Per</b> field. This action is enabled when the manifest is in the following statuses: <i>Errors Purchase Order</i> or <i>Ready for Creation</i> .
<b>Create &amp; Release Purchase Order</b>	Create and release a new purchase order that will be created based on the configuration set on the <b>Manifest</b> card page. This action is enabled when the manifest is in the following statuses: <i>Errors Purchase Order</i> or <i>Ready for Creation</i> .
<b>Create Journey</b>	Create purchase orders, container loads, and journeys based on the configurations set on the <b>Manifest</b> card page. This action updates the status of the manifest to <i>Journeys Created</i> . You can create a journey only when the <b>Purchase Order Per</b> field value is set to <i>Container</i> . This action initiates the



	creation of purchase orders. Subsequently, it generates an equal number of container loads as purchase orders and assigns a container load to each purchase order. Additionally, it creates a journey and assigns all the container loads that have been created to it. This action is enabled when the manifest is in the following statuses: <i>Ready for Creation</i> , <i>Orders Created</i> , <i>Errors On PO Release</i> , or <i>Errors Journey</i> . For more information, see <a href="#">Create Journey</a> .
<b>Archive Document</b>	Archive the manifest record. This action is enabled when the manifest is in the following statuses: <i>Orders Created</i> or <i>Journeys Created</i> .
<b>Update Manifest</b>	Update the lot number and/or license plate number in the <b>Destination Lot No</b> and <b>Destination License Plate No</b> fields on the Manifest lines inherited from the corresponding purchase lines. For more information, see <a href="#">Update Manifest</a> . This action is enabled when the manifest is in the following statuses: <i>Orders Created</i> , <i>Errors On PO Release</i> , <i>Errors Journey</i> , or <i>Journeys Created</i> .
<b>Export Manifest</b>	Export the manifest into Excel format. For more information, see <a href="#">Export Manifest</a> . This action is enabled when the manifest is in the following statuses: <i>Orders Created</i> , <i>Errors Journey</i> , or <i>Journeys Created</i> .
>	<b>Related menu</b>
<b>Purchase Orders</b>	View and access the list of purchase orders created through the manifest.
<b>Journey</b>	View and access the journey created through the manifest.
<b>Container Load</b>	View and access the list of container loads created through the manifest.

## Create Journey

The **Create Journey** action facilitates the creation and release of purchase orders, and the creation of container loads and journey. The outcome of this function depends on the status of the manifest and is based on the following scenarios:

### Scenario 1: Manifest Status – Ready for Creation

#### Step 1: Create purchase order

When the manifest status is *Ready for Creation*, this action initiates the creation of purchase orders. If the system encounters issues and fails to create orders, the manifest status changes to *Errors Purchase Order*. At this point, the process stops.

#### Step 2: Release purchase order

If the creation of purchase orders is successful, the system proceeds to release the purchase orders that are created. However, if issues are encountered when releasing the purchase orders, such as not all orders being released, the



**Step 3: Create journey and container loads**

If all purchase orders are successfully released, the system proceeds to create the journey and the associated container loads. If issues are encountered, the manifest status changes to *Errors Journey*.

If the creation of journey and container loads are successful, the manifest status changes to *Journeys Created*.

**Scenario 2: Manifest Status – Orders Created or Errors On PO Release****Step 1: Release purchase order**

When the manifest status is *Orders Created* or *Errors On PO Release*, this action checks if all the related purchase orders have been released. If not, the manifest status is changed to or remains as *Errors On PO Release*. At this point, the process stops.

**Step 2: Create journey and container loads**

If all purchase orders are successfully released, the system proceeds to create the journey and the associated container loads. If issues are encountered, the manifest status changes to *Errors Journey*.

If the creation of journey and container loads are successful, the manifest status changes to *Journeys Created*.

**Manifests FactBox**

The **Manifest Summary** FactBox is available on the Manifest and Archive Manifest page and list page.

The following fields are displayed in this FactBox:

Field	Description
<b>Purchase Orders Created</b>	This displays the total number of purchase orders created from the manifest.
<b>Purchase Orders Exist</b>	This displays the total number of purchase orders that exist after the process of posting and/or deletion. By clicking the number, e.g., 5, you can view the details of the purchase orders.
<b>Purchase Order Lines Created</b>	This displays the total number of purchase order lines that have been created.
<b>Unique Manifest Pallet ID</b>	This displays the total number of unique pallet IDs from the manifest.
<b>Unique Manifest Container</b>	This displays the total number of unique containers type from the manifest.



# Manifest Field Mappings

Article • 10/16/2023 • 3 min read

You can create a new data exchange definition that facilitates the mapping of data from the manifest file that you want to import to the fields on the manifest lines. It includes the columns derived from the fields on the manifest lines by default. Additionally, you can introduce new columns and arrange them as per your specific requirements. You have the flexibility to arrange the columns in any order you prefer to match the layout of the manifest file you intend to import.

## To create a new data exchange definition



1. Select the Search icon , enter **Manifests**, and then choose the related link.

The **Manifests** list page opens.

2. Select the required **No.** to open the relevant manifest.

The **Manifest** card page opens.

3. On the action bar, select **Create Data Exchange Definition**.

The **Manifest Field Mappings** page opens. The columns derived from the fields on the manifest lines are included by default.

4. On the action bar, select **New** to create a new column.

5. Fill in the fields as follows:

Field	Description
<b>Column No.</b>	Enter the number of the column in the manifest file that you want to map to the manifest field.
<b>Column Caption</b>	Enter the name of the column in the manifest file that you want to map to the manifest field.
<b>Target Table ID</b>	Select the ID of the table to which the selected column caption should be mapped.
<b>Table Caption</b>	Specifies the name of the table to which the selected column caption should be mapped.
<b>Target Field ID</b>	Select the ID of the field to which the selected column caption should be mapped.
<b>Field Caption</b>	Specifies the ID of the field to which the selected column caption should be mapped.

1. On the action bar, select the AssistEdit button and then choose the required action from the following list:



Action	Description
<b>Delete</b>	Delete the selected line. The mandatory columns within the data exchange definition cannot be removed or deleted.
<b>Move Up</b>	Move the selected line upwards in the list.
<b>Move Down</b>	Move the selected line downwards in the list.
<b>Sort</b>	Arrange the lines in order according to the column number.



# Manifest Translations

Article • 10/16/2023 • 3 min read

On the **Manifest Translations** page, you can set up translations for values on the manifest file that need to be imported into system values. This feature facilitates the translation of values during data exchange, ensuring accurate and consistent communication between systems.

## To set up manifest translation



1. Select the Search icon , enter **Manifest Translations**, and then choose the related link.

The **Manifest Translations** page opens.

2. On the action bar, select **New**.

3. Fill in the fields as follows:

Field	Description
<b>Data Exchange Definition</b>	Select the data exchange definition code for which you want to define a translation.
<b>Field ID</b>	Enter or use the AssistEdit button to select the field ID for which you want to define a translation. These field IDs are sourced from the manifest lines.
<b>Field Name</b>	Specifies the name of the selected field ID. This field is updated automatically with the name of the selected field ID.
<b>System Value</b>	Enter or use the AssistEdit button to select the Business Central value for which you want to define a translation. This value should correspond to a record from the specified field ID. For example, if the <b>Field ID</b> field is set to <i>Location ID</i> , the value in the <b>System Value</b> field should represent a specific location record.
<b>System Name</b>	Specifies the name of the selected system value. This field is updated automatically with the name of the selected system value.
<b>Translation Value</b>	Enter the value that should be converted or translated into the system value during data exchange.



# Processing Manifest

Article • 5/8/2023 • 8 min read

You can process a manifest record after defining the trading information, matching the information lines, and fixing all errors. Processing a manifest result in creating purchase orders using the **Purchase Order Per** field values.

You can create a purchase order based on one of the options, such as *Pallet Type*, *GTIN*, *Container*, *Attribute*, or *File*, in the **Purchase Order Per** field on the **Manifest** page, by clicking the **Create Purchase Order** action on the **Actions** menu of the **Manifest** page. This process helps you streamline purchasing, improve inventory management, enable more efficient data analysis, and reduce errors.

The following scenario describes how the order is created after specifying the manifest lines:

**Scenario 1:** If you choose *GTIN* as the reference for creating a purchase order, the system will create a separate order for each unique GTIN and summarize all lines linked with that GTIN for the item. For example, if a manifest record lists five unique GTINs, the system will filter and summarize the associated lines and generate five purchase orders for each.

Additionally, each GTIN number may have multiple pallet numbers, resulting in several lines in a single purchase order. The total quantity of each GTIN and pallet number combination will be displayed in the **Quantity** field by adding up the quantities of each line.

**Scenario 2:** If you choose *Pallet Type* as the reference for creating a purchase order, the system will create a separate order for each unique Pallet Type number and summarize all lines linked with the pallet type for the item. For example, if a manifest record lists five unique Pallet type numbers, the system will filter and summarize the associated lines and generate five purchase orders for each.

Additionally, each Pallet type number may have multiple GTIN numbers, resulting in several lines in a single purchase order. The total quantity of each GTIN and pallet number combination will be displayed in the **Quantity** field by adding up the quantities of each line.

**Scenario 3:** If you choose *Containers* as the reference for creating a purchase order, the system will create a separate order for each unique Container number associated with the item. All the lines for that specific container will be summarized, and the system will search for the unique combination of GTIN and Pallet Types, resulting in several lines in a single purchase order. The total quantity of each Container, GTIN, and pallet number combination will be displayed in the **Quantity** field by adding up the quantities for each line item.

**Scenario 4:** If you choose *Attribute* as the reference for creating a purchase order, the system will count the unique item numbers in the manifest lines. A purchase order will be created for each unique item number. For each purchase order, the system searches for unique combinations of lot attributes within all lines for the specific item. The total quantity of each combination of item and lot attribute values will be displayed in the **Quantity** field by adding up the quantities for each line item.



 Note

All eight lot attributes, including the value blank, will be considered, and the unique number of pallet types that exist per unique combination of lot attributes will be counted.

**Scenario 5:** If you choose File as the reference for creating a purchase order, the system will create one purchase order for all lines in the manifest record. When there are identical values in multiple lines, the lines will be grouped, and a summary of the quantity will be added and displayed. The total quantity of each Container, GTIN, and pallet number combination will be displayed in the **Quantity** field by adding up the quantities of each line.

 Note

You can view the total number of containers assigned for this purchase line in the **Assigned Container(s)** field.

## Update Manifest

Use the **Update Manifest** function on the action bar of the **Manifest** page for each manifest line to update any lot number(s) and/or License Plate(s) contained within the Purchase Order(s) in the manifest lines.

 Note

The Update Manifest action is activated only after the Purchase Order(s) have been generated.

- The **Destination Lot No** field stores the lot numbers from the purchase order lines. If a single Lot is assigned, the respective lot number will be displayed. If there is more than one lot number assigned, it will show as *Multiple Lots*. To access the **Lot Information** Card page, click on this flow field value.
- The **Destination License Plate No** field stores the license plate numbers from the purchase order lines. If a single license plate is assigned, the respective license plate number will be displayed. If there is more than one license plate number assigned, it will show as *Multiple License Plates*. To access the **License Plate** Card page, click on this flow field value.

## Export Manifest

Use the **Export Manifest** function on the action bar of the **Manifest** page to export the processed manifest record into an Excel file.

If multiple lot numbers and license plates are assigned to the manifest lines, when exporting the manifest record, a single file with three sheets will be downloaded. The first sheet displays the manifest header information, the second



displays the manifest lines information, and the third displays the multiple lot and license plate numbers. However, if there are no multiple lot and license plate numbers, the third sheet will not be included in the downloaded file.

## Most Common Errors in the Import Process

Some of the most common errors encountered while importing the Excel or CVS file in the **Global Trade** extension are listed below, along with the solutions.

Error	Solution
Duplicate file upload	Ensure that the file you are importing is not in another manifest. Suppose a duplicate file is detected during the import process in the Manifest and Archive Manifest header; you can either rename or delete the manifest file in which the file is already imported before attempting to import again. Alternatively, the import process could be configured to overwrite existing lines with the new manifest lines in the same manifest file.
Data Validations	Check whether each field contains the required values in the lines. Ensure that the designated field value is configured in the corresponding setup. For example, the vessel name mentioned in the import file must be defined on the Vessels page. Check if all the manifest lines have the same values for the following fields: Vessel, Shipping Company/Agent, Port of Loading, Port of Discharge, Departure Date, and Arrival Date.
Item and GTIN Validations	Check if the GTIN value assigned to the Item number in your system matches the GTIN value provided for that specific item.
>	Other Aptean Extension Error
Invalid Lot Attribute Value	Check whether the specified lot attribute value is registered on the <b>Lot Attributes</b> page. Suppose a value is not registered; add it to the page or ensure the registered lot attribute value is acceptable for this field.
Pallet Type Validations	Verify whether the Pallet Type on the manifest line is checked against the default packaging on the Item, and matches with the Packaging Code for the Shipping Type as a <i>Shipping container</i> . Additionally, check if the Source Type and Source Number are applicable for Order Bound records, and ensure that the Pallet Type matches the Packaging Type for the specific vendor. Verify whether the Pallet Type matches the Code and that the Shipping Type is the Shipping Container on the packaging table when there is no matching entry in the Default Packaging Types.



## Manifest Error

Use the **Manifest Error** page to view errors recorded against a manifest. Access this page by clicking on the number displayed in the **No. of Errors** field on the **Manifest** page.

To view the error details related to one manifest line:

- Click the number in the **No. of Errors** field on the Manifest line.

To view the error details related to the one manifest record:

- Click the number in the **No. of Errors** field on the Manifest header.

This page allows you to make corrections by entering new values in the respective field. The system will check the updated values and display any remaining errors when performing the **Apply Data** function from the **Actions** menu. You can edit single or multiple lines and apply the changes accordingly.

### Fields for Manifest Error Records

Fields	Description
<b>Manifest Line No.</b>	The line number on which the error was detected.
<b>Type</b>	The type of error occurred, such as On Import, On Error Check, On PO Creation, or On Purchase Order Release.
<b>Error Text</b>	The description of the error.
<b>Old Value</b>	The value that caused an error during the manifest file import or processing.
<b>New Value</b>	The value that has been used to resolve an error.



# Archive Manifest

Article • 5/8/2023 • 4 min read


Use the **Manifests Archive** page to display information about manifests that have already been archived.

After successfully importing, clearing errors, and generating a document for a manifest, it can be archived. The system maintains a history of manifests that have been successfully imported, and the purchase order is created. The archiving process can be done manually for each manifest record or set up automatic archiving. You can view information about already processed manifests on the Manifests Archive page, which contains the same details as the Manifest section.

## To Archive a manifest

The following procedure describes how to archive a manifest.




1. Select the Search icon , enter **Manifest**, and then choose the related link.  
The **Manifests** list page opens.
2. Open a manifest that you want to archive.
3. On the action bar, select **Actions > Archive Document**.
4. A dialog box appears, and select **Yes**.

The manifest is archived. You can view it on the **Manifest Archive** page. From here, you can also use it to restore the manifest that it was archived from.

## To set up automatic document archiving via the Batch Process

You can set up automatic archiving of manifests before you delete documents. The following procedure describes how to set up the automatic archiving of manifests.



1. Select the Search icon , enter **Manifest**, and then choose the related link.  
The **Manifests** list page opens.
2. On the action bar, select **Actions > Batch Archive Document**.
3. On the **Batch Archive Manifest** template, in the **Manifest Header** tab, select the document date, planned receipt date, and vendor number that determine which manifest records are included.



4. When you click **OK**, the system will run as a batch of all templates in the selection and generate the corresponding manifest records.

Please note that archiving a manifest will not be possible if either of the following conditions exists:

- The manifest status is not set as Processed or Order Created.
- Not all manifest lines have been processed into an order.

## To set up automatic document archiving via Job Queue

To automate the archiving of manifest documents after purchase order creation, you can configure a job queue using the codeunit ID 71422851.

The status should display *Ready* for proper functioning.

When the job queue runs, the specified codeunit calculates which manifest documents are processed, and purchase orders are created for those manifests. This, in turn, archives the manifest documents automatically.



# Assigning Pallet ID as a License Plate Number

Article • 5/8/2023 • 3 min read

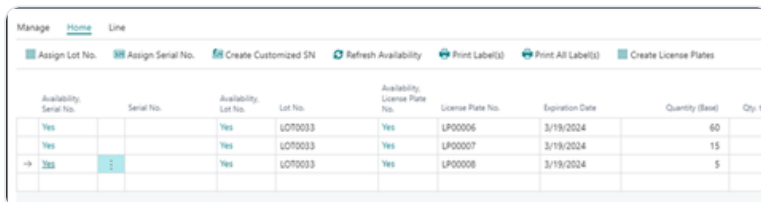
When you want to assign a license plate number based on the pallet ID, you can turn on the **Use Grower ID** toggle on either the **Vendor Card** or the **Manifest** page. When this toggle is turned on, the system generates the license plate number based on the pallet ID specified in the manifest lines. You can also turn on the toggle in the particular manifest record to assign a license plate number based on the pallet ID values from the manifest line for that document.

The **License Plating Setup** page configuration determines how the license plate number is assigned. It specifies whether only one item number and/or one lot number can be placed on a single license plate or if multiple item numbers and/or multiple lot numbers can be placed together on a single license plate.

## Note

This function and setup are only available if the Aptean License Plating extension is installed.

During the processing of the Manifest, if all the values in the manifest lines are the same except for the unique pallet ID for each line, different license plate numbers are assigned to each item with a unique pallet ID. The process of assigning the license plate number involves incrementing the pallet ID by 1 for each line in the lot level.



Availability	Serial No.	Availability	Lot No.	Availability	License Plate No.	Expiration Date	Quantity (Base)	Qty. to
Serial No.		Lot No.		License Plate No.				
Yes		Yes	LOT0033	Yes	LP00005	3/19/2024	60	
Yes		Yes	LOT0033	Yes	LP00007	3/19/2024	15	
Yes		Yes	LOT0033	Yes	LP00008	3/19/2024	5	

This same process applies even if the Use Grower ID toggle is turned off. In this case, when processing the Manifest, the lines are summarized, and on the Item Tracking page, you can see that a different license plate number is assigned for each line in the lot level based on the unique pallet ID.



# Create Purchase order

Article • 2/3/2026 • 5 min read

You can create a purchase order based on one of the options, such as *Pallet Type*, *GTIN*, *Container*, *Attribute*, or *File*, in the **Purchase Order Per** field on the **Manifest** page. This process can help you streamline your purchasing process, improve inventory management, enable more efficient data analysis, and reduces the likelihood of errors.

To create one or multiple purchase orders from a manifest page, you can follow these steps:



1. Select the Search icon , enter **Manifests**, and then choose the related link.

The **Manifests** list page opens.

2. On the action bar, click **New**.

The **Manifest** page opens.

3. Fill in the necessary fields. For more information, see [here](#).

4. On the action bar, select **Actions > Create Purchase Order**.

## Note

The Create Purchase Order action is activated only if no errors are detected during the import process.

- The system creates the purchase order header based on the following information from the Manifest header, and Manifest Line includes: Buy from Vendor No, Location, Planned Receipt date, Manifest No, Port of loading, Port of discharge, Vessel, and Shipping Agent.

## Important

The purchase order will not be created if errors occur while performing the **Create Purchase Order** action, such as a blocked vendor. Whereas, if errors occur during the release of the purchase order while performing the **Create & Release Purchase Order** action, you must resolve the error on the purchase order before taking any further actions.

- The system creates the purchase order lines based on the selected option in the **Purchase Order Per** field. These options (*GTIN* or *Pallet Type*) may have multiple Pallet Types or GTIN numbers. Therefore, multiple purchase order lines are created for each Pallet Type or GTIN in such scenarios.

For example: Let's assume you have specified the following manifest lines.

You have selected option *GTIN*, and the lines are filtered and summarized in association with values found in the Pallet Type field. When different values are provided in the Pallet field, the resulting Purchase Order lines will have the number of lines based on the number of types. A similar process is followed when determining the



*Pallet Type* instead of the *GTIN*.

The purchase order is created.

- On the **Purchase Order** page, on the **Lines** FastTab, the **Assigned Container(s)** field displays the total number of the assigned container for this line.

#### Note

When you select this field value, the **Document Containers** page opens. This page is not editable when order is created via the **Manifest** page when a journey is loaded.

## Trade Information on Purchase Order

Use the **Trade Information** FastTab to fill in the details of trading on the **Purchase Order**.

Field	Description
>	<b>Lines</b> FastTab
<b>Assigned Container(s)</b>	Specifies the total number of containers that are linked to this document.
>	<b>Trade Information</b> FastTab
<b>Port of Loading Code</b>	Specifies the code of the location or port where cargo is loaded onto a ship, protected, and prepared for transit. This code refers to international trade and transport locations, including seaports, airports, and other inland destinations.
<b>Port of Loading Name</b>	Specifies the name of the loading code.
<b>Port of Discharge Code</b>	Specifies the code of the location or port where the ship or any transport vehicle unloads all its cargo or only a portion of it.
<b>Port of Discharge Name</b>	Specifies the name of the discharge location code.
<b>Vessel Code</b>	Specifies the registered vessel code, which defines the types of vessel structure.
<b>Vessel Name</b>	Specifies the name of the vessel.
<b>Shipping Company Code</b>	Specifies the shipping company code used to identify the logistics provider responsible for vessel transport.
<b>Shipping Company Name</b>	Specifies the description of the shipping company.



 Note

The **Trade Information** FastTab is also available on the **Purchase Return Order** page.

## View Trade Information on Posted Purchase Receipts/Invoices

When posting a receipt or invoice from a purchase order, the trading information is inherited from the purchase order to the posted purchase document. Similarly, when posting a shipment from a purchase return order, the trading information is inherited from the purchase return order to the posted purchase return shipment.

## Most Common Errors when Creating and Release Purchase Orders

Error	Solution
>	Standard Business Central Errors
<b>Invalid Vendor</b>	Verify that the vendor is set up correctly in Business Central by checking their information and vendor ledger entries. If necessary, create a new vendor or update the existing vendor information.
<b>Invalid Item</b>	Verify that the item is set up correctly in Business Central by checking its item card and associated information such as a unit of measure, vendor, and inventory settings. If necessary, create a new item or update the existing item information.
<b>Missing Required Information</b>	Fill in all required fields on the purchase order, including vendor, item, quantity, unit price, and other relevant information. If necessary, check with the vendor or review previous purchase orders for the correct information.
<b>Insufficient Quantity Available</b>	Reduce the quantity of the item on the purchase order, or place a backorder to receive the item later when it becomes available. You can also check inventory levels to see if the item is available in another warehouse or location.
<b>Unknown Error</b>	Consult the error message for further details or contact Business Central support for assistance.



# Journeys

Article • 4/23/2025 • 11 min read

Journeys streamline the process of assigning container loads for delivery. On the **Journey** page, you can view the associated container load lines, and even navigate to the relevant source documents. The journey includes essential information about the associated container loads, and shipping details, including the mode of transportation, shipping agent, transport code, and document numbers like bill of lading and booking number.

On the **Journeys** list page, you can generate reports for all the journeys that have the status *In-Transit*. On the action bar, select **Reports** > **In-Transit Journeys** to generate the report.

## To assign container loads to the journey



1. Select the Search icon , enter **Journeys**, and then choose the related link.

The **Journeys** list page opens.

2. On the action bar, click **New** to create a new container load.

Or

Select the required **No.** to open the relevant container load.

3. On the **General** FastTab, fill in the fields as follows:

Field	Description
<b>No.</b>	Specifies the code of the journey that is assigned based on the number series selected on the <b>Global Trade Setup</b> page.
<b>In-Transit Location</b>	Specifies the in-transit location code that is inherited from the <b>In-transit location</b> field on the <b>Global Trade Setup</b> page. You can modify this value even after it is inherited.
<b>Status</b>	Specifies the status of the journey. This field is set to <i>Planned</i> by default, indicating the journey is being planned, and containers are being assigned to it.
<b>Departure Point</b>	Select the code of the port where you intend to load the containers on the journey for transportation.
<b>Est. Departure Date</b>	Select the date on which you plan to commence the journey from the departure point.
<b>Departure Date</b>	Enter the date when the journey is commenced from the departure point. If this field is left blank, it captures the work date when the <b>Depart</b> action is performed.



<b>Arrival Point</b>	Select the code of the destination location where you want the containers in the journey to arrive. A notification will appear at the top of the page if this value differs from the value in the <b>Arrival Point</b> field on any of the associated <b>Container Load</b> pages.
<b>Est. Arrival Date</b>	Select the date when you expect the journey to reach the arrival point. A notification will appear at the top of the page if this value differs from the value in the <b>Arrival Point</b> field on any of the associated <b>Container Load</b> pages.
<b>Arrival Date</b>	Enter the date when the journey has reached the arrival point. If this field is left blank, it captures the work date when the <b>Arrive</b> action is performed.

1. On the **Shipping Details** FastTab, fill in the fields as follows:

Field	Description
<b>Transport Type</b>	Select the mode of transportation for the journey such as <i>Sea, Air, Rail, or Ground</i> .
<b>Transport Shipping Agent</b>	Select the code of the shipping agent for the journey.
<b>Transport Code</b>	Select the code of the vessel in which you intend to load the containers.
<b>SCAC</b>	Enter the Standard Carrier Alpha Code for the shipping agent.
<b>Booking No.</b>	Enter the number of the booking or reservation for transportation services on the journey.
<b>Bill of Lading No.</b>	Enter the number of the bill of lading document for the journey.
<b>Ext. Transport No.</b>	Enter the number of the external transportation carrier or provider for the journey.

1. On the **Containers** FastTab, you can select the following actions:

Action	Description
<b>Assign Container</b>	Assign container loads to the journeys. Only container loads that have been associated with the container can be assigned.
<b>Remove Container</b>	Remove or unassign container loads from the journey.
<b>Show Document</b>	Navigate to the relevant <b>Container Load</b> card page for the selected line.

 **Note**

The actions mentioned above can be executed only when the journey's status is set to *Planned*.



1. On the action bar, select **Actions** > and then choose the required action from the following list:

Action	Description
<b>Inventory</b>	View the associated container load lines. The <b>Container Load Line List</b> page opens. On the action bar, select <b>Actions</b> > <b>Show Document</b> to navigate to the relevant source document.
<b>Status Logs</b>	View the entries that capture updates on the status of the journey. It includes the date and time of each modification and the user responsible for that status update. You can also view these entries on the <b>Journey Logs</b> page. For more information, see <a href="#">Journey Logs</a> .
<b>Load</b>	Update the status from <i>Planned</i> to <i>Loaded</i> , indicating that the containers have been assigned and loaded onto the transportation vessel or vehicle, and are ready to depart. It creates relevant source documents, such as warehouse receipts, transfer orders, and warehouse shipments. It also posts warehouse receipts, and purchase receipts, displaying the count of documents created and posted. If any error occurs when creating or posting these documents, the system does not allow you to change this status. For more information, see <a href="#">Load</a> . This action also generates an entry on the <b>Journey Logs</b> page, providing detailed information about the status change. For more information, see <a href="#">Journey Logs</a> .
<b>Depart</b>	Update the status from <i>Loaded</i> to <i>In-Transit</i> , indicating that the containers are currently being transported from the departure point to the arrival point. This updates the value in the <b>Departure Date</b> field with the date on which this status is changed if it was left blank. It also posts the relevant source documents, such as warehouse shipments, sales shipments, and transfer shipments, displaying the count of posted documents. If any error occurs when posting these documents, the system does not allow you to change this status. For more information, see <a href="#">Depart</a> . This action generates an entry on the <b>Journey Logs</b> page, providing detailed information about the status change. For more information, see <a href="#">Journey Logs</a> . This action also updates the status in the <b>Journey Status</b> field on the relevant <b>Lot No. Information Card</b> page. For more information, see <a href="#">Lot No. Information</a> .
<b>Arrive</b>	Update the status from <i>In-Transit</i> to <i>Arrived</i> , indicating that the journey has arrived at the destination. This updates the value in the <b>Arrival Date</b> field on which this status is changed if it was left blank. This action generates an entry on the <b>Journey Logs</b> page, providing detailed information about the status change. For more information, see <a href="#">Journey Logs</a> . This action also updates the status in the <b>Journey Status</b> field on the relevant <b>Lot No. Information Card</b> page. For more information, see <a href="#">Lot No. Information</a> .
<b>Discharge</b>	To update the status from <i>Arrived</i> to <i>Complete</i> , indicating that all the containers have been discharged, and the journey has been successfully completed. Once the status is changed to <i>Complete</i> , both the journey and its associated container loads are archived. These records can be accessed on the <a href="#">Archived Journeys</a> and <a href="#">Archived Container Loads</a> list pages. This action generates an entry on the <b>Journey Logs</b> page, providing detailed information about the status change. For more information, see <a href="#">Journey Logs</a> .



This action also updates the status in the **Journey Status** field on the relevant **Lot No. Information Card** page. For more information, see [Lot No. Information](#).

### Note

The **Load**, **Depart**, **Arrive**, and **Discharge** actions will be sequentially enabled one at a time, following the listed hierarchy. Once the status is changed, it cannot be reverted to the previous status.

## Load

The **Load** action facilitates the creation and posting of relevant source documents. The outcome of this function depends on the Source Type and is based on the following scenarios:

### Sales Orders (With no special orders)

For sales orders with no special orders, this function creates warehouse shipments for warehouse locations.

### Note

On the **Item Ledger Entries** page, the **Posting Date** field value for the sales shipment is updated as *Departure Date*.

## Purchase Orders

For purchase orders, if the **Destination Location Code** doesn't match the **Receipt Location** of the relevant **Un/LoCode** specified in the **Departure Point** field, this function modifies the **Location Code** of the purchase order to match the **Receipt Location** of the relevant **Un/LoCode**. When the **Receipt Location** is blank on the relevant **Un/LoCode**, the system considers the **Receipt Location** on the **Global Trade Setup** page and verifies if it matches the **Destination Location Code**. If it doesn't match, this function modifies the **Location Code** of the purchase order to match the **Receipt Location** on the **Global Trade Setup** page. When modifying the location, a new purchase order line is created for the packaged item if the Aptean [Packaging](#) extension is installed.

### Note

If the purchase order line that is assigned to the container load line contains reservation entries, the system deletes those entries to modify the location on the purchase order line. You can find the deleted entries on the **Deleted Reservation Entries** page. You can use the job queue (71422853) to delete the entries on the **Deleted Reservation Entries** page. To schedule a job queue, see [Job Queues](#).



Subsequently, it creates and posts warehouse receipts for warehouse locations, and purchase receipts for simple locations, while also assigning lot numbers, lot attributes, and license plates to it. During the creation of purchase receipts, the system automatically generates a Lot No. Information Card and updates it with the associated container number, container load number, and the current status of the journey. For more information, see [Lot No. Information](#).

 Note

To successfully generate a new Lot No. Information Card when posting purchase receipts, make sure to turn on the **Create Lot No. Info. on posting** toggle on the **Item Tracking Code Card** page associated with the specific item.

Furthermore, it creates a transfer order. This transfer order is established from the **Receipt Location** of the relevant **Un/LoCode** to the **Destination Location Code**, with the exact lot number, lot attributes, and license plate assigned to the warehouse or purchase receipts.

 Note

For transfer orders that are created through purchase orders, the system will not allow the transfer of partial items on the license plate from the Receipt Location. You should perform certain steps for the relevant item to continue with the process of this action. For more information, see [To move partial license plate to an existing or new license plate](#).

If both the **Receipt Location** of the relevant **Un/LoCode** and **Global Trade Setup** page are left blank or if the relevant **Receipt Location** matches the **Destination Location Code**, the system will not modify the **Location Code** of the purchase order, and it will not generate any transfer orders.

Finally, this process concludes with the creation of warehouse shipments for warehouse locations associated with the transfer order.

For more information about assigning lot numbers and license plates, see Apteian [Lot Management](#) and Apteian [License Plating](#).

 Note

On the **Item Ledger Entries** page, the **Posting Date** field value for the purchase receipt is updated based on the **Purchase Order Item Ledger Receipt Date** field value configured on the **Global Trade Setup** page, for transfer receipt it is updated as *Arrival Date*, and for transfer shipment it is updated as *Departure Date*.



## Sales Orders (With special orders)

For sales orders with special purchase orders, it creates and posts warehouse receipts for warehouse locations, and purchase receipts for simple locations for the special purchase orders that are specifically created for the sales order. Furthermore, it assigns lot numbers and license plates to these receipts. Finally, this process concludes with the creation of the warehouse shipments for warehouse locations associated with the sales order.

For more information about assigning lot numbers and license plates, see Aptean [Lot Management](#) and Aptean [License Plating](#)..

## Transfer Orders

For transfer orders, it creates warehouse shipments for warehouse locations.

### Note

When creating warehouse receipts from purchase orders or warehouse shipments from transfer order by executing this action, the bin code is obtained from the **Receipt Bin** field on the relevant **Un/LoCode**. If it is not configured, the **Receipt Bin Code** and **Shipment Bin Code** are retrieved from the relevant **Location Card** page. On the **Item Ledger Entries** page, the **Posting Date** field value for the transfer receipt is updated as *Arrival Date* and for transfer shipment it is updated as *Departure Date*.

## Depart

The **Depart** action facilitates the posting shipments of relevant source documents. The outcome of this function depends on the Source Type and is based on the following scenarios:

### Sales Orders (With no special orders)

For sales orders with no special orders, it posts warehouse shipments for warehouse locations and sales shipments for simple locations.

### Purchase Orders

For purchase orders, it posts warehouse shipments for warehouse locations, and transfer shipments for simple locations associated with the transfer order that is created from the purchase order.



## Sales Orders (With special orders)

For sales orders with special purchase orders, it posts warehouse shipments for warehouse locations and sales shipments for simple locations associated with the sales order.

## Transfer Orders

For transfer orders, it posts warehouse shipments for warehouse locations and transfer shipments for simple locations.

### Note

You can view the **Quantity** (UOM) field value on the **Item Ledger Entries** page associated with the purchase and transfer orders when it is created through the **Journey** page using the **Depart** action. This applies only when the Aptean [Catch Weight](#) extension is installed.

## Journey Details FactBox

You can view the **Journey Details** FactBox which provides insights into key aspects of the journey and associated container loads.

The **Journey Details** FactBox displays the following details:

Field	Description
<b>Arrival Date</b>	This displays the date when the journey has reached the arrival point.
<b>Departure Date</b>	This displays the date when the journey commenced from the departure point.
<b>No. of orders</b>	This displays the total count of the orders associated with the journey.
<b>No. of containers</b>	This displays the total count of the container loads associated with the journey.
<b>Gross Weight</b>	This displays the total gross weight of items in the container load lines associated with the journey.

You can view the **Journey Details** FactBox on the following pages:

- **Journeys** list
- **Journey** card
- **Container Loads** list



- **Container Load card**



# Journey Logs

Article • 10/16/2023 • 1 min read

The **Journey Logs** page provides a comprehensive record of all status updates for journeys. It captures each modification, including the date and time, along with the user responsible for the status change. This log offers valuable insights into the journey's progress and history.

## Journey logs fields

Field	Description
<b>Entry No.</b>	Specifies the number that identifies the entry for the status log.
<b>Journey No.</b>	Specifies the number that identifies the journey associated with the status log.
<b>New Status</b>	Specifies the new status that resulted from the status change.
<b>Old Status</b>	Specifies the previous status from which the update was made.
<b>Date</b>	Specifies the date on which the status was changed for the associated journey.
<b>Time</b>	Specifies the time when the status was changed for the associated journey.
<b>User ID</b>	Specifies the user responsible for the status change.



# Archived Journeys

Article • 10/16/2023 • 2 min read

An archived journey is a record of a completed journey that has been filed and stored for reference or record-keeping purposes. This record contains crucial details about the journey, such as departure and arrival dates, cargo details, and any related information.

The **Archived Journey** card page mirrors the structure of the regular **Journey** card page, replicating all the fields and information. For more information, see [Journeys](#).

## Archived Journey Actions

- On the action bar, select **Actions** > and then choose the required action from the following list:

Action	Description
<b>Inventory</b>	View the associated container load lines. The <b>Archived Container Load Lines List</b> page opens. On the action bar, select <b>Actions</b> > <b>Show Document</b> to navigate to the relevant source document. It navigates to the relevant posted documents if the source document has already been posted.
<b>Status Logs</b>	View the entries that capture updates on the status of the journey. It includes the date and time of each modification and the user responsible for that status update.

- On the **Containers** FastTab, select **Show Document** to navigate to the relevant **Archived Container Load** card page for the selected line.

## Archive Journey Details FactBox

You can view the **Archive Journey Details** FactBox which provides insights into key aspects of the journey and associated container loads that have been archived.

The **Archive Journey Details** FactBox displays the following details:

Field	Description
<b>Arrival Date</b>	This displays the date when the journey has reached the arrival point.
<b>Departure Date</b>	This displays the date when the journey commenced from the departure point.
<b>No. of orders</b>	This displays the total count of the orders associated with the journey.



<b>No. of containers</b>	This displays the total count of the container loads associated with the journey.
<b>Gross Weight</b>	This displays the total gross weight of items in the container load lines associated with the journey.



# Container Loads

Article • 2/3/2026 • 3 min read

Container loads facilitate allocating, loading, and organizing goods within shipping containers for efficient transportation. You can assign the goods to either new or existing container loads along with the designated container and journey for delivery. The container load includes essential information about the goods, shipping details, associated container, and journey.

You can assign the goods to the container load through the following pages:

- Container Load
- Sales Order
- Purchase Order
- Transfer Order

To assign a container load via sales order, purchase order, and transfer order pages, see [Order pages](#).

## To set up and assign the container load via the Container Load page



1. Select the Search icon , enter **Container Loads**, and then choose the related link.

Alternatively, you can open the **Container Loads** page by selecting the **No. of Container Loads** field value on the **Global Trade Details** FactBox from **Purchase Order**, **Transfer Order**, **Sales Order**, **Posted Purchase Invoice**, **Posted Sales Invoice**, and **Posted Transfer Shipment** pages.

The **Container Loads** page opens.

2. On the action bar, click **New** to create a new container load.

Or

Select the required **No.** to open the relevant container load.

3. On the **General** FastTab, fill in the fields as follows:

Field	Description
<b>Container No.</b>	Select the code of the container in which you intend to place the goods.
<b>Journey No.</b>	Select the relevant journey number for delivering the goods. This field is editable only when the <b>Container No.</b> field has a value. Only journeys that have the <i>Planned</i> status can be



selected. If the arrival point is selected before assigning the journey, the journey list will be filtered accordingly.

4. On the **Shipping Details** FastTab, fill in the fields as follows:

Field	Description
<b>Arrival Point</b>	Select the relevant code of the delivery destination. If the journey is selected first, this field becomes non-editable, and the value is inherited from the selected journey.
<b>Est. Arrival Date</b>	Select the date when you expect the goods to be delivered. If the journey is selected first, this field becomes non-editable, and the value is inherited from the selected journey.
<b>Container Seals</b>	Enter the code of the seal which you want to use to secure the container.
<b>Ext. Container No.</b>	Enter the external container number that you want to display on the exterior surface of the container.
<b>ISO Type</b>	Select the ISO code used as the standard identification of a shipping container. You can modify the value in this field even after it is inherited from the selected container.
<b>Gross Weight</b>	Specifies the total weight of the items in the container load lines.
<b>Tare Weight</b>	Specifies the weight of the empty container that is selected without any cargo or goods inside. This includes the weight of the container itself, as well as any additional parts such as latches, hinges, and seals. The value in this field is inherited from the selected container. You can modify this value even after it is inherited from the selected container.
<b>Weight Capacity</b>	Specifies the maximum weight that the selected container can safely carry without exceeding its structural limitations, which refers to the weight of the goods, including its packaging and any accompanying components or materials. The value in this field is inherited from the selected container. You can modify this value even after it is inherited from the selected container.

5. On the **Container Load Lines** FastTab, fill in the fields as follows:

Field	Description
<b>Source Type</b>	Select the type of source document, such as <i>Sales Order</i> , <i>Purchase Order</i> , and <i>Transfer Order</i> , where the item that you want to assign to the container load is involved.



<b>Source Document No.</b>	Select the number of the source document. Only released source documents can be selected.
<b>Source Line No.</b>	Select the line number (from the source document) for which you want to assign the container load.
<b>Special Order</b>	This checkbox is enabled if any special order exists for the specific container load line. It is possible only if the <b>Source Type</b> is set to <i>Sales Order</i> .
<b>Transfer Order No.</b>	This number is inherited from the transfer order that is created from the purchase order associated with this container load line. This field is visible only if the <b>Source Type</b> is set to <i>Purchase Order</i> and any transfer order is created from the relevant purchase order.
<b>Transfer Order Line No.</b>	This number is inherited from the relevant line number of the transfer order that is created from the purchase order associated with this container load line. This field is visible only if the <b>Source Type</b> is set to <i>Purchase Order</i> and any transfer order is created from the relevant purchase order.

 **Note**

You can view the additional container load line records on the **Container Load** page after selecting the **No. of Container Loads** field value on the **Global Trade Details** FactBox that are,

- Assigned to the line with the **Transfer Order No.** and the **Transfer Order Line No.** field values.
- Directly assigned to the transfer order.

The following fields will inherit the values from the relevant source document:

- Source No.
- Source Name
- Destination Location Code (only for purchase orders)

 **Note**

If the Aptean [License Plating](#) extension is installed, both the **Receipt Location** of the selected **Arrival Point** and the **Destination Location Code** of the purchase order line must be either license plate tracked, or non-license plate tracked.

- Item No.
- Description
- Quantity



- Gross Weight
- Special Order Purchase No.
- Special Order Purchase Line No.

 Note

You cannot assign a special purchase order line, created specifically for the sales order, to the container load line.

You can view the **Journey Details** FactBox, which provides insights into key aspects of the container load and associated journey, on the **Container Loads** list and **Container Load** pages. For more information, see [Journeys](#).



# Archived Container Loads

Article • 10/16/2023 • 1 min read

An archived container load serves as a repository for the information on the container load for which the transportation event has been completed. When a journey is successfully completed, all the associated container loads are also archived along with the journey. This maintains a comprehensive record of past shipping and logistics activities.

The **Archived Container Load** card page mirrors the structure of the regular **Container Load** card page, replicating all the fields and information. For more information, see [Container Loads](#).

## Archive Journey Details FactBox

You can view the **Archive Journey Details** FactBox which provides insights into key aspects of the journey and associated container loads that have been archived. For more information, see [Archived Journeys](#).



# Order Pages

Article • 3/26/2025 • 6 min read

You can assign the goods to the container load through the following pages:

- Sales Order
- Purchase Order
- Transfer Order

## To create, assign, remove, or view the container load via Order pages



1. Select the Search icon , enter **Sales Orders**, and then choose the related link.

The **Sales Orders** page opens.

2. Select the required **No.** to open the relevant sales order.

The **Sales Order** page opens.

3. On the action bar, select **Actions > Functions > Other >** and then choose the required action from the following list:

Action	Description
<b>Create Container Load</b>	Create a new container load and assign all the sales order lines to it, except for the lines that have already been assigned to any other container loads.
<b>Assign Container Load</b>	View existing container loads, and manually select the container load. The selected container load is assigned to all the sales order lines, except for the lines that have already been assigned to any other container loads. The sales order lines can be assigned to the container loads that do not have a journey assigned or have an assigned journey with the <i>Planned</i> status.
<b>Remove from Container Load</b>	Remove all the sales order lines from the assigned container loads.

Similarly, on the **Lines FastTab**, you can use all the actions mentioned above to perform the same functions for specific lines.



 Note

Once the sales order line is assigned to the container load line, you cannot modify certain fields on the sales order line, as these fields are inherited by the container load line. These fields include **Quantity**, **Item No.**, **Location Code**, and so on. If you want to modify these values, you must first remove the sales order line from the container load line.

1. On the action bar, select **Related** > then choose the following required actions.

Action	Description
<b>Container Loads</b>	<p>View and access the list of container loads or archived container loads assigned to the sales order lines. If all the sales order lines are assigned to the same container load or archived container load, this function directly opens the relevant <b>Container Load</b> or <b>Archived Container Load</b> card page. If the sales order lines are assigned to multiple container loads, this function opens the <b>Order Container Loads</b> page.</p> <p>Turn on the <b>Show Only Archived Container Load</b> toggle to view the archived container loads that were assigned to the sales order lines. This toggle is turned on automatically if the container loads associated with all the sales order lines have been archived.</p> <p>On the action bar, select <b>Show Document</b> to navigate to the relevant <b>Container Load</b> or <b>Archived Container Load</b> card page.</p>
<b>Journeys</b>	<p>View and access the list of journeys or archived journeys to which the sales order lines are/were assigned. If all the sales order lines are assigned to the same journey or archived journey, this function directly opens the relevant <b>Journey</b> or <b>Archived Journey</b> card page. If the sales order lines are assigned to multiple journeys, this function opens the <b>Order Journeys</b> page.</p> <p>Turn on the <b>Show Only Archived Journeys</b> toggle to view only the archived journeys that were assigned to the sales order lines. This toggle is turned on automatically if the journeys associated with all the sales order lines have been archived.</p> <p>On the action bar, select <b>Show Document</b> to navigate to the relevant <b>Journey</b> or <b>Archived Journey</b> card page.</p>

The steps that are mentioned above follow a similar process for purchase orders and transfer orders.

## Global Trade Details Factbox

You can view the **Global Trade Details** FactBox which provides insights into key aspects of the journeys and container loads associated with the orders.

Field

Description



<b>No. of Journeys</b>	This displays the total count of the journeys associated with the order. Select the value to navigate to the <b>Journey</b> page.
<b>No. of Container Loads</b>	This displays the number of full shipments or batches of containers used to ship the item associated with the order. Select the value to navigate to the <b>Container Loads</b> page.
<b>No. of Containers</b>	This displays the total number of individual containers used to ship the items associated with the order. Select the value to navigate to the <b>Document Containers</b> page.
<b>Total Gross Weight</b>	This displays the combined weight of items in the container load lines associated with the order.
<b>Journey Status</b>	This displays the status of the associated journeys used to dispatch the items in the order. When multiple journeys are associated with the order, and each journey holds a distinct status, this field will display the value as <i>Multiple</i> .
<b>Departure Point</b>	This displays the code of the port where goods from the order are loaded onto a vessel for transportation.
<b>Departure Date</b>	This displays the date when the associated journey commenced from the departure point.
<b>Arrival Point</b>	This displays the destination or location where goods or shipments from the order reach the end of the journey.
<b>Arrival Date</b>	This displays the date when the associated journey has reached the arrival point.

## Trade information on transfer order

You can define the details of trading on the transfer order on the **Lines** and **Trade Information** FastTabs.

On the **Lines** FastTab, in the **Assigned Container(s)** field, enter the total number of containers that are linked to this document.

On the **Trade Information** FastTab, enter the required information in the following fields:

Field	Description
<b>Port of Loading Code</b>	Specifies the code of the location or port where cargo is loaded onto a ship, protected, and prepared for transit. This code refers to international trade and transport locations, including seaports, airports, and other inland destinations.
<b>Port of Loading Name</b>	Specifies the name of the loading code.



<b>Port of Discharge Code</b>	Specifies the code of the location or port where the ship or any transport vehicle unloads all its cargo or only a portion of it.
<b>Port of Discharge Name</b>	Specifies the name of the discharge location code.
<b>Vessel Code</b>	Specifies the registered vessel code, which defines the types of vessel structure.
<b>Vessel Name</b>	Specifies the name of the vessel.
<b>Shipping Company Code</b>	Specifies the shipping container code that companies can use to identify a logistic unit.
<b>Shipping Company Name</b>	Specifies the description of the shipping company.

 Note

When the **Global Trade** checkbox on the **Transfer Orders** list and card page is selected, it represents that the related transfer order is created through journey.

## View trade information on posted transfer receipts/shipments

When posting a receipt or shipment from a transfer order, the trading information is inherited from the transfer order to the posted transfer receipts or shipments.



# Posted Documents

Article • 10/16/2023 • 1 min read

You can view the list of journeys associated with the posted documents and subsequently navigate to the relevant **Journey** card page. This function is available on various pages, including:

- **Posted Sales Invoices** list
- **Posted Sales Invoice** card
- **Posted Purchase Invoices** list
- **Posted Purchase Invoice** card
- **Posted Transfer Receipts** list
- **Posted Transfer Receipt** card
- **Posted Transfer Shipments** list
- **Posted Transfer Shipment** card

## Posted documents actions

On the action bar, select **Related** > **Journeys** to view and access the list of journeys or archived journeys to which the relevant source document lines are/were assigned. If all the source document lines are assigned to the same journey or archived journey, this function directly opens the relevant **Journey** or **Archived Journey** card page. If the source document lines are assigned to multiple journeys, this function opens the **Order Journeys** page.

- Turn on the **Show Only Archived Journeys** toggle to view only the archived journeys that were assigned to the source document lines. This toggle is turned on automatically if the journeys associated with all the source document lines have been archived.
- On the action bar, select **Show Document** to navigate to the relevant **Journey** or **Archived Journey** card page.



# Lot No. Information

Article • 10/16/2023 • 1 min read

When creating purchase receipts through the **Load** action, the system automatically generates a new Lot No. Information Card and updates it with the associated container number, container load number, and the status of the journey. This ensures effective lot tracking throughout transportation.

## Note

This function works only for the container load line with the *Purchase Order* source type.

## Lot No. Information fields

Field	Description
<b>Journey Status</b>	Specifies the status of the associated journey. This field is initially set to <i>Loaded</i> when the Lot No. Information Card is created. This value gets updated along with the status of the associated journey.
<b>Container No.</b>	Specifies the number that identifies the container associated with the Lot No. Information Card.
<b>Container Load No.</b>	Specifies the number that identifies the container load associated with the Lot No. Information Card.

## Note

When the associated journey is archived, the fields mentioned above remain unchanged and won't receive further updates.



# Integrations

Article • 3/13/2025 • 2 min read

## Aptean Advanced Attributes

When the Aptean Global Trade extension is used in conjunction with the Aptean [Advanced Attributes](#) extension, the system allows users to see the lot attribute captions on the Manifest lines. This allows a comprehensive view of lot information, which aids in better decision-making related to inventory allocation and shipping. It also facilitates assigning lot attributes to warehouse receipts and transfer orders that are created during the process of the journey.

## Aptean Lot Management

When the Aptean Global Trade extension is used in conjunction with the Aptean [Advanced Lot Management](#) extension, the system provides the ability to assign lot numbers automatically to each purchase order line of an item that is lot-tracked in a document without accessing the Item Tracking page. It also facilitates assigning lot numbers to warehouse receipts and transfer orders that are created during the process of the journey.

## Aptean License Plating

When the Aptean Global Trade extension is used in conjunction with the Aptean [License Plating](#) extension, the system allows tracking all logistics transactions across the supply chain. This extension helps you to define which items to register in the inventory with license plates and assign unique license plate numbers to them, facilitating easy tracking and management of inventory. It also facilitates assigning license plates to warehouse receipts and transfer orders that are created during the process of the journey.

## Aptean Packaging

When the Aptean Global Trade extension is used in conjunction with the Aptean [Packaging](#) extension, the system allows the creation of a new purchase order line for the packaged item when modifying the location on the purchase order line during the process of the journey.

## Aptean Catch Weight

When the Aptean Global Trade extension is used in conjunction with the Aptean [Catch Weight](#) extension, the system displays the **Quantity** (UOM) field value on the **Item Ledger Entries** page associated with the purchase and transfer orders when it is created through the **Journey** page using the **Depart** action.



# Known issues

Article • 1/28/2026 • 1 min read

The table below lists known issues identified across releases. We are actively investigating and resolving them as part of our commitment to continuous improvement.

ID	Description	Status	Found in version	Fixed in version
340636	The system fails to create the required document weight line record for catch weight items when releasing a purchase order created from a global trade manifest import, resulting in license plates being created without the corresponding weight data.	Under investigation	2505.4.0.0	
340694	The system incorrectly updates the <b>Location</b> field value in the purchase order lines after executing the <b>Load</b> action on the <b>Journeys</b> page for the license plate tracked items.	Under investigation	2505.4.0.0	
340679	The system incorrectly displays an error during the journey creation. This error occurs even though no duplicate license plate exists in the system.	Under investigation	2505.4.0.0	

