



Shipment Routing Configurator Tool



The **Cisco** **Internet Commerce Shipment Routing Configurator User Guide**

Shipment Routing Configurator Tool User Guide

Internet Commerce

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1 About This Guide

The *Shipment Routing Configurator User Guide* describes the basic process of using the Shipment Routing Configurator (SRC) Tool to create routing lanes for shipping logistics. Topics are presented in a sequential manner so that you can reference the information you need when using the Shipment Routing Configurator. Advanced features, timesaving techniques and ways to customize your routing configuration are also described in detail.

The following topics are covered in great length, and represent important concepts to properly understand the Shipment Routing Configurator (SRC):

- A quick overview of the tool
- Navigating the home page
- Shipping Service Levels: Standard, Express, Premium
- Entering a Configured Freight Lane
- Changing a configured freight lane

1.1 A Quick Overview of the Shipment Routing Configurator

The Shipment Routing Configurator (SRC) enables you to specify your customer's desired Self-Routed shipping and delivery options.

You can designate routing selections for three individual levels - “Standard”, “Express” and “Premium”. Once completed, the information is stored and re-used for subsequent orders.

However, you retain full control to make changes, should they become necessary. Changes will be applied to newly created orders, as well as, orders that have not reached **pick-released** status.

You can also select specific shipping options based on weight/carton breaks. Additionally, you may also designate logistics contacts (up to ten for each customer) and provide 3rd-party account numbers to be used on your shipments.

Therefore, the tool reduces mis-assignments of carriers from Cisco's manufacturing docks and redundant manual entry of information by providing a simplified front-end user interface for shipping and delivery options.

Note: EMEA customers will be able to select freight options at a header level, to comply with the current Opt-in/Opt-Out logic. Customers in the rest of the world will be able to select freight options down to a ShipSet level.

1.2 Benefits of Using the Shipment Routing Configurator (SRC)

- Enables you to specify routing information and save it in your profile
- Allows you to select different carriers and options per region
- Allows you to select different carriers based on weight breaks or carton breaks
- Allows you to enter your company's unique carrier account number for each order

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- Allows you to select up to 3 levels of service, depending on the urgency of the order
- Allows you to choose between Cisco routed options and your own shipping preferences

1.3 Prerequisites

- You must be a registered user of the Cisco.com website to access the tool. (*You may register by visiting <https://tools.cisco.com/RPF/register/register.do>*)
- You must have access to Cisco Ordering Tools

2 Accessing the Shipment Routing Configurator Homepage

The following chapter will cover how to access the Shipment Routing Configurator homepage and provide a basic understanding of its functionality.

2.1 Chapter Objective

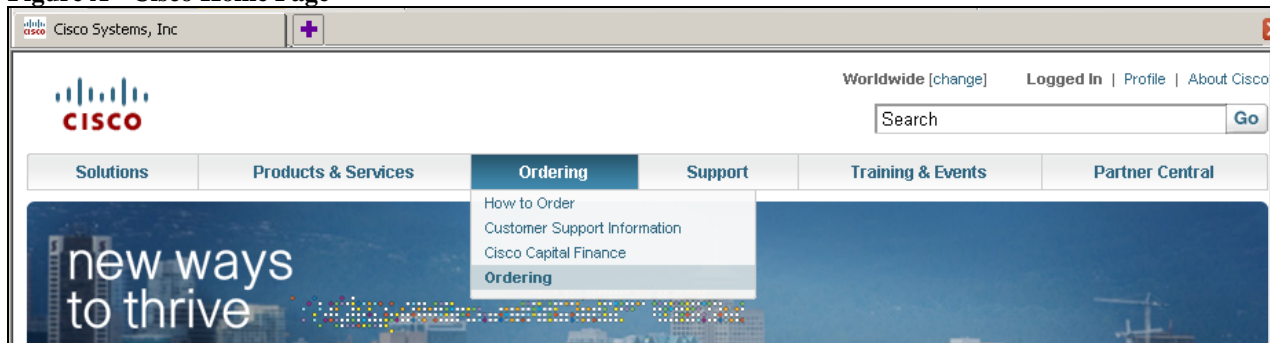
- Understand the functionality of the Shipment Routing Configurator homepage

2.2 Definitions

- **Company Logistics Focal** – Contact entitled to edit your company’s freight lane configurations. There can be a maximum of 10 logistics focals per company
- **Customer ID** – Unique identifier given to your company. (If you are unsure of this number, please contact Cisco Customer Service).

2.3 Accessing the Shipment Routing Configurator Homepage

Figure A - Cisco Home Page

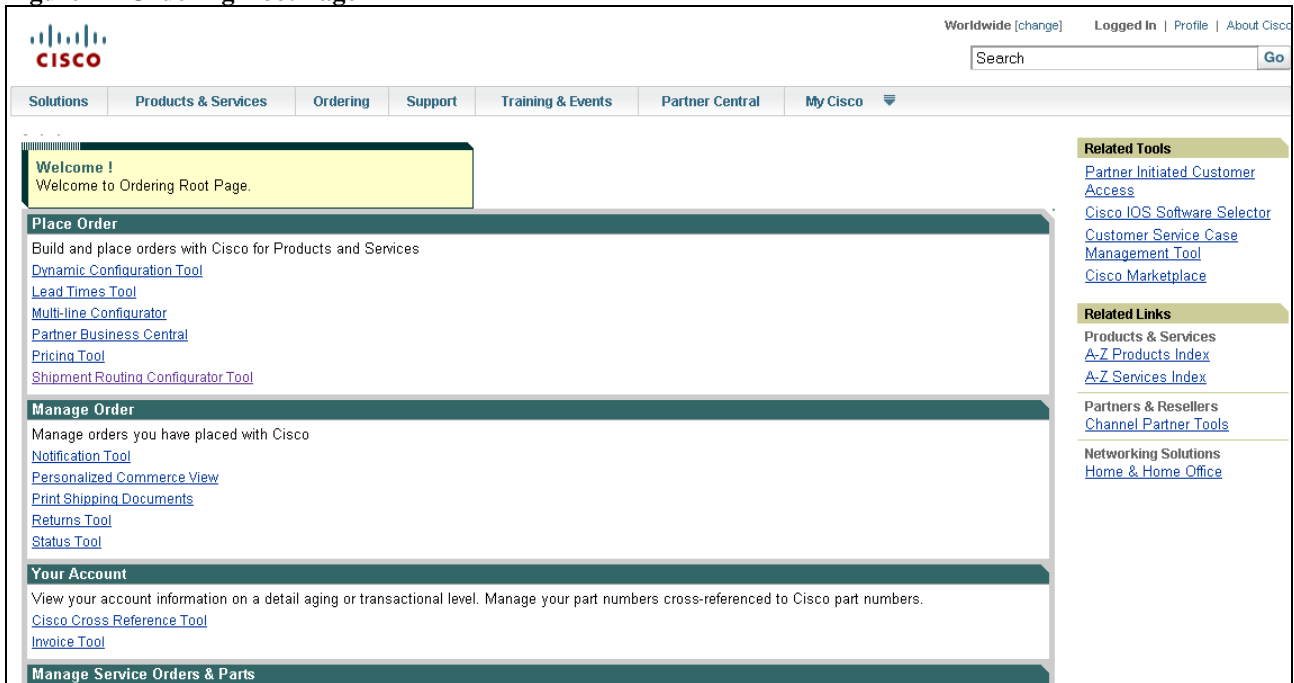


| Step | To Do This | What You Do |
|------|--------------------------------|---|
| A.1 | Access the Ordering Root Page. | <ul style="list-style-type: none"> ○ Go to the Cisco.com Home Page http://www.cisco.com/ ○ Login to the Cisco.com website ('Log In' is in the upper right portion of the page) ○ Roll over the 'Ordering' item in the Menu Bar ○ Select 'Ordering' in the sub-menu (see Figure A) |

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Figure B - Ordering Root Page



| Step | To Do This | What You Do |
|------|--|---|
| B.1 | Access the Shipment Routing Configurator homepage. | <ul style="list-style-type: none"> ○ On the Ordering Root Page ○ Select the Shipment Routing Configurator Tool (See Figure B) |

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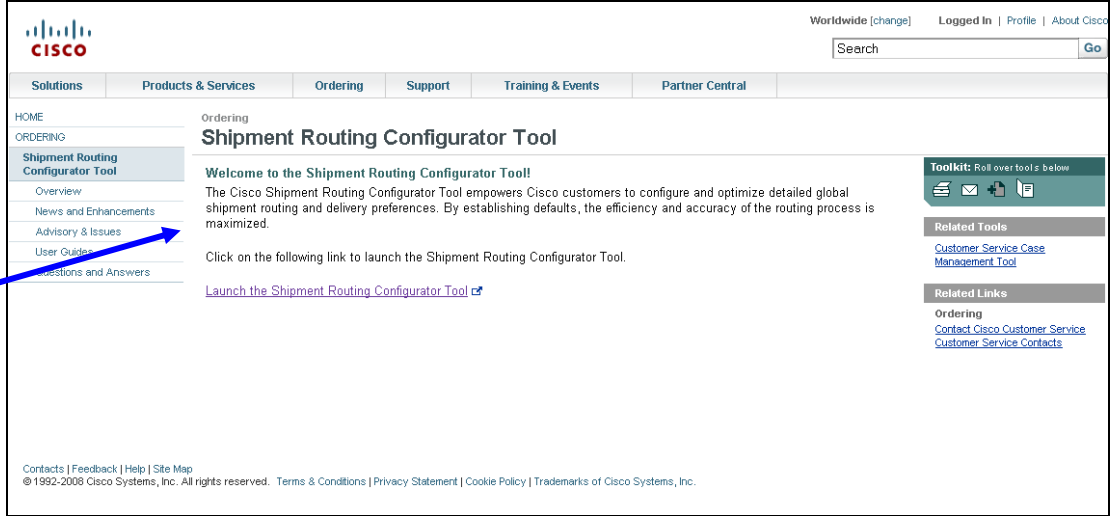
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2.4 Launching the Shipment Routing Configurator

The following steps provide details on how to launch the Shipment Routing Configurator Tool.

Figure C - Launch the Shipment Routing Configurator Tool

C.1 Launch the Shipment Routing Configurator Tool



| Step | To Do This | What You Do |
|------|---|--|
| C.1 | Launch the Shipment Routing Configurator Tool | Select the “Launch the Shipment Routing Configurator Tool” link. (See Figure C) The <i>Shipment Routing Configurator Tool</i> is displayed. (See Figure D) |

3 Understanding the Shipment Routing Configurator's Sections

NOTE: See SRC Training Module 3: Admin and Contact (Understanding SRC's Sections)

This chapter provides a basic understanding of the Shipment Routing Configurator Tool's sections. Subsequent chapters further expand on the functionality of each tab.

3.1 Chapter Objective

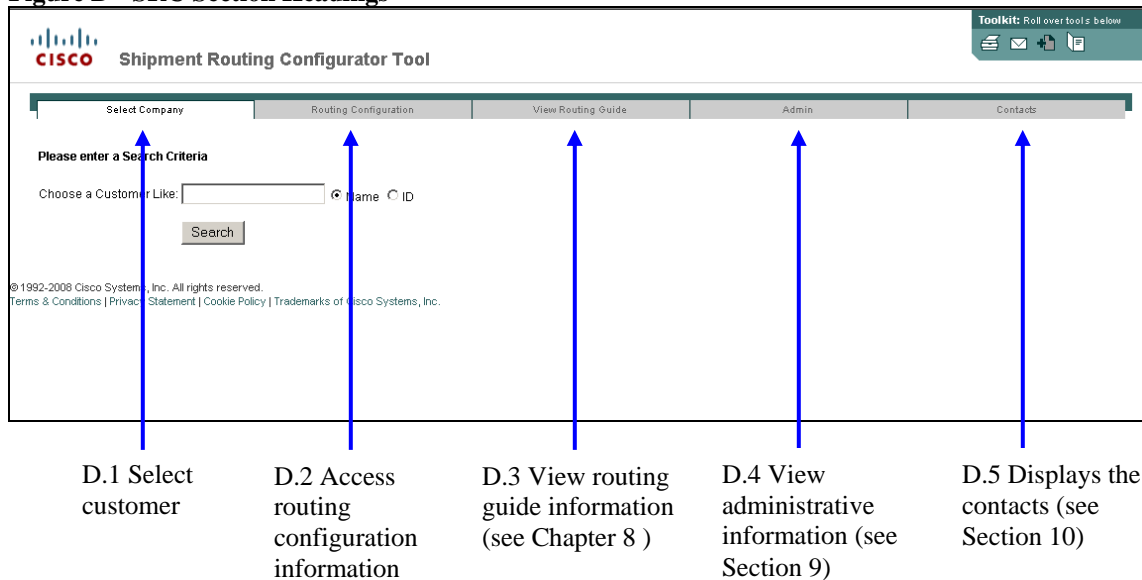
Understand the functionality of the Shipment Routing Configurator's sections.

3.2 Understanding the Shipment Routing Configurator's Sections

The Shipment Routing Configurator Tool's functionality is divided into five main sections, as detailed below.

NOTE: the only section that will appear active upon login is 'Select Company'. To access the other tabs, you must first select a company.

Figure D - SRC Section Headings



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| Figure Reference | Functionality |
|------------------|---|
| D.1 | Selects a customer for whom to view routing information. |
| D.2 | Allows you to select routing configuration options for Cisco's Distribution Center worldwide (Cisco-routed and customer-routed) (<i>Sees Chapter 5 and 6</i>) |
| D.3 | Enables you to view all shipping and routing information currently entered for your company. (<i>See Chapter 8</i>) |
| D.4 | Displays admin information on the company--- your company's focals may edit , others may view. (<i>See Chapter 9</i>) |
| D.5 | Shows focal information for your company---your company's focals may edit , others may view. (<i>See Chapter 10</i>) |

4 Setup your Profile

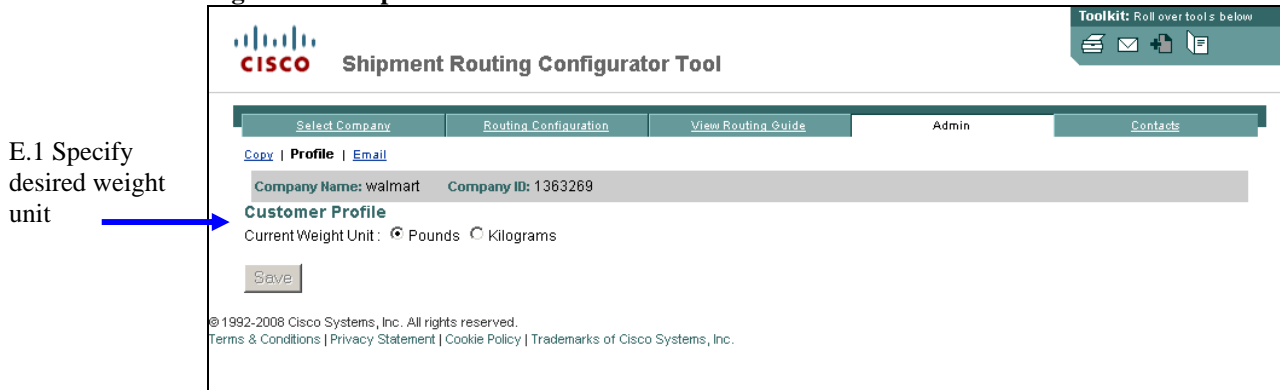
4.1 Chapter Objective

This chapter describes how to set your profile defaults.

4.2 Establishing your Profile

You can establish your profile and set preferences for weight measurements. Your selection will be used throughout the Shipment Routing Configurator Tool.

Figure E - Setup Profile



| Figure | What It Does |
|--------|---|
| E.1 | Specify weight unit. Select the desired weight unit (Pounds or Kilograms) for usage with the Shipment Routing Configurator Tool. Click 'Save' to store that change. |

5 How to set up Self-Routed Shipping Lanes

[NOTE: See SRC Training Module 4: Routing Configuration/View Routing Guide](#)

5.1 Chapter Objective

This chapter describes how to set up the minimum required lanes to enable a customer to use the Self-Routed (Opt-Out) option for shipping orders.

5.2 Definitions

Customer-Routed - This shipping option allowing Cisco Systems to ship orders utilizing the customer's selected freight options. Cisco Systems, Inc. releases all responsibility for the unit's shipment to the customer's selected freight forwarder once the order leaves the manufacturing site.

Freight Lane - Combination of origin and destination points for Cisco products. Customers may specify freight terms, duty attributes, freight payment methods, weight/carton breaks and carriers of choice for orders shipped from a specific manufacturing location to a destination region.

Shipping Service Level -Categories governing the type of freight Cisco will use to ship your orders. You may specify up to three different default levels depending on your level of urgency:

- Standard – level of service for normal orders.
- Express – level of service for orders with pressing need.
- Premium –highest level of service; usually for orders of extreme urgency.

5.3 Review Customer's Routing Guide

Review the customer's Routing Guide. This is essential in order to set up the correct shipment lanes. This details the customer's preferences for ship-to, ship-from and service details for their specified shipping routes.

The Customer's Routing Guide will be referenced several times in this User Guide, and should not be confused with the SRC 'View Routing Guide' Tab, which is the page built into SRC that shows a summary of the Shipping Lanes correctly entered for this customer.

5.4 Summary of how to create Self-Routed Lanes for a Customer

5.4.1 Minimum set of Self-Routed Lanes needed for Opt-Out Customers

The minimum set of Self-routed (Opt-Out) shipping lanes is as follows

- One lane Standard Service Level lane for each 'Ship-To' location group, for each of the 'Ship-From/Disti Center' groups.
 - 'Ship-To' location groups are the groupings of countries/states that the customer needs to ship product to. The SRC tool groups countries into
 - Asia Pacific & Oceania
 - Australia
 - China/India
 - Non EU15, EU2 EMEA
 - EU15
 - Switzerland/Norway
 - EU New Countries
 - Japan
 - Caribbean, Latin & South America
 - Rest of World
 - United States
 - United States - Alaska & Hawaii
 - Guam/Puerto Rico
 - 'Ship-From/Disti Center' groups are the groupings of regions into which the Cisco Distribution Centers are collected. There are three 'Ship-From/Disti Center' groups.
 - US - (US based Distis)
 - EU - (EU based Distis)
 - Other - (all other Distis)

5.4.2 Add Lanes

- Add the lanes using the process described in Section 5.5 to 5.17.
- 'Save' the lanes to the SRC Routing guide.
- **NOTE: The lanes are not yet verified or available for use.**

5.4.3 Verify Lanes

- Once all lanes are entered, verify the lanes using the 'Verify Lanes' button.
- **NOTE: New lanes are not available for use on orders until that have been successfully 'verified'.**

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5.5 Select the Customer

NOTE: See SRC Training Module 2: Choosing a Customer

In order to access a company's information, type in name, or ID. Select the correct radio button (Name or ID), and click 'Search'.

Figure F - Search for Customer

| Step | To Do This | What You Do |
|------|--------------------|--|
| F.1 | Search for Company | Type in Company name, or Company ID. Select the correct radio button (Name or ID), and click 'Search'. (See Figure F) |

A list will be shown with the matching companies.

Figure G - Select Customer

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Select the Company and click 'Next'

Figure H - Customer Selected

The screenshot shows the 'Select Company' step of the Shipment Routing Configurator Tool. The page features the Cisco logo and the tool's name. A navigation bar at the top includes 'Select Company', 'Routing Configuration', 'View Routing Guide', 'Admin', and 'Contacts'. A 'Toolkit' section in the top right corner contains icons for home, mail, add, and print. The main content area prompts the user to 'Please select your company from the dropdown menu below.' and shows a dropdown menu with 'fujitsu LTD (400387900)' selected. A 'Next' button is located below the dropdown.

| Step | To Do This | What You Do |
|------|------------------|---|
| H.1 | Select a company | Choose the desired company from those on the list, and select "Next". The Routing Configuration Section will be displayed. (See Figure I) |

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5.6 Select the ‘Ship To’

You may enter and edit routing information by selecting the “Routing Configuration” tab. Configurations may be entered by first selecting the desired delivery regions, and then specifying the Routing type and Service Level.

Refer to the Customer’s Routing Guide, and locate all the Customer ship to countries. Then within SRC, select the first of the ‘Ship To’ Regions/Countries that needs to be set up. *See Figure I.*

Figure I - Select ‘Ship To’ Locations

The screenshot shows the Cisco Shipment Routing Configurator Tool interface. At the top, there is a navigation bar with tabs: 'Select Company', 'Routing Configuration' (active), 'View Routing Guide', 'Admin', and 'Contacts'. Below the navigation bar, the company name 'walmart' and ID '1363269' are displayed. A message states: 'Please ensure that your company's weight units are setup correctly in the SRC Tool. You may do this by proceeding to the "Admin" and selecting "Profile". Please select your shipping preference, service level and shipping region/country from the dropdown menus below.' The form includes: 'Choose a Routing option : Self', 'Choose a Service Level : Standard', 'Choose a Delivery Region or Country. Region Country', and two dropdown menus: 'Asia Pacific & Oceania' and 'Afghanistan'. A 'Next' button is located at the bottom left. A footer contains copyright information: '© 1992-2008 Cisco Systems, Inc. All rights reserved. Terms & Conditions | Privacy Statement | Cookie Policy | Trademarks of Cisco Systems, Inc.'

| Step | To Do This | What You Do |
|------|--------------------------------------|---|
| I.1 | Specify a routing option | Select Self (customer-routed) from the drop-down box. <i>(See Figure I.1)</i> NOTE: Cisco-routed is not a valid option! |
| I.2 | Select the service level | Select the desired service level: Standard, Express, or Premium by choosing from the drop-down box. <i>(See Figure I.2)</i> |
| I.3 | Choose the desired region or country | Select either the ‘Region’ or ‘Country’ radio buttons, and then select the region/country from the drop-down box. <i>(See Figure I.3)</i> Note: It is easier to choose a Region and then select the appropriate Countries, than to select each country individually. |
| I.4 | Proceed to next step | Click on “Next” button. <i>(See Figure I.4)</i> The region/country list will be shown. |

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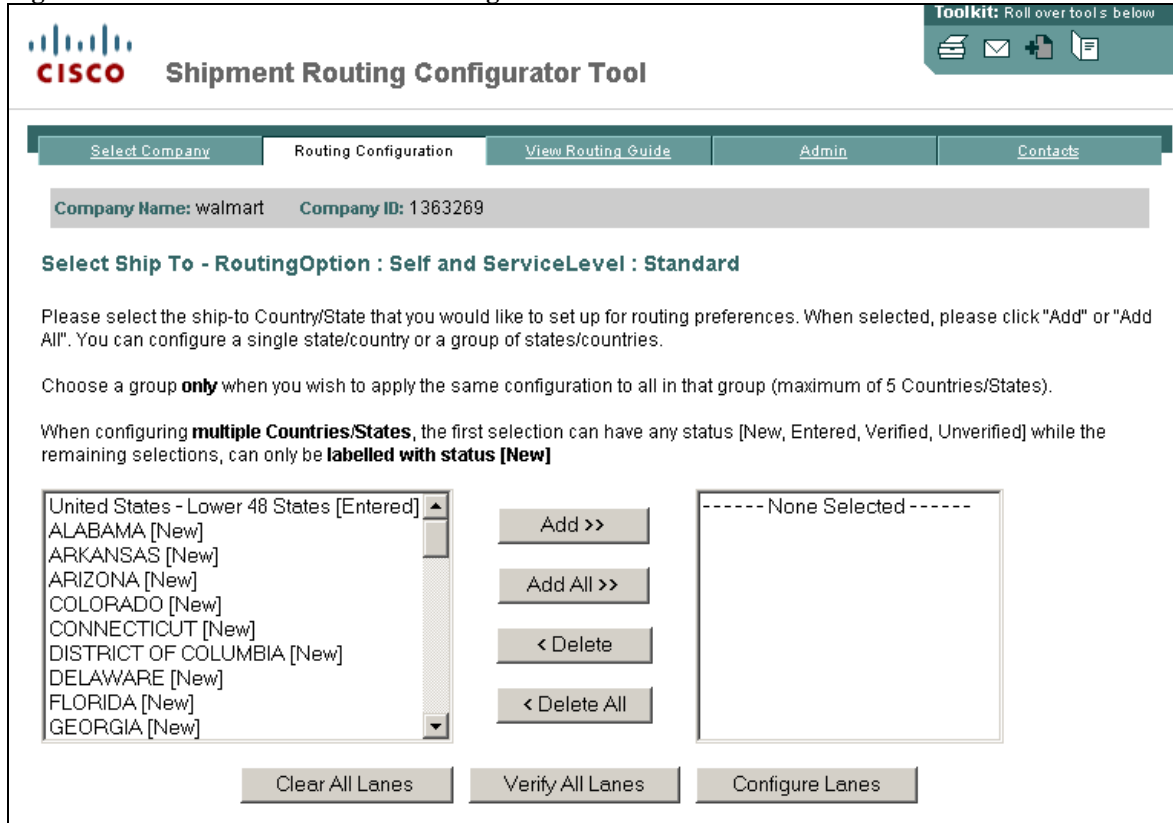
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5.7 Configure Lanes

Select the countries/states that you wish to configure for this 'Ship To' region.

NOTE: Instead of entering each individual state, you can select 'United States - Lower 48 States', to speed up data entry

Figure J - Select Countries/States to Configure



| Figure | What It Does |
|--------|--|
| J.1 | Adds desired lane to list (right column). |
| J.2 | Adds all lanes to list. |
| J.3 | Deletes a lane from the list. |
| J.4 | Deletes all the lanes from the list. |
| J.5 | Clears lane information from the selected lanes. |
| J.6 | NOTE: The 'Verify All' feature currently does not work. |
| J.7 | Configures selected lanes |

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5.8 Select the ‘Ship From’ and ‘Disti Center’

Select the ‘Ship From’ Region, and the associated ‘Disti Center’ to configure for the countries/regions selected on the previous page.

When ‘Ship From’ is selected the associated list of ‘Disti Centers’ will be populated correctly.

Click ‘Save’ to save the lane into the configured lanes section below.

NOTE: Disti Center - ALL

- As a time-saver, you can select ‘ALL’ for the Disti Center. This will default all the Disti centers for the selected ‘Ship From’ Region at the same time
- The values saved for each Disti Center will be based on the appropriate default for that location. Validate the contents of the lanes once they have been saved.

Figure K - Select Ship From

The screenshot shows the Cisco Shipment Routing Configurator Tool interface. At the top, there is a navigation bar with tabs for 'Select Company', 'Routing Configuration', 'View Routing Guide', 'Admin', and 'Contacts'. Below this, the company name is 'walmart' and the company ID is '1363269'. The main heading is 'Configure Lanes for Your Selection - ShipTo : United States - Lower 48 States and RoutingOption : Self and ServiceLevel : Standard'. There are two main sections: '1. Make These Choices First' and '2. Complete Configuration Options'. In the first section, 'Ship From Disti Center' is set to 'US' and 'Routed By' is set to 'Self'. In the second section, 'Payment Method' is 'Collect', 'Carrier' is 'ABF Freight Truck', and 'Delivery Options' is 'N'. There are buttons for 'Get Configuration Options', 'Verify Lanes', and 'Save'. At the bottom, there is a table for 'Configured Lanes' with columns for 'Edit', 'Distribution Center', 'Routed By', 'Freight Term', 'Named Place', 'Payment Method', 'Duty', 'Weight', and 'Select'. The table currently shows one entry for 'Ship From - Other'.

| Step | To Do This | What You Do |
|------|--|--|
| K.1 | Specify ‘Ship From’ Region | Select the ‘Ship From’ region from the drop-down list. NOTE: you need to set up at least the Standard Service Level lane for each of the Regions shown in the ‘Ship From’ list. |
| K.2 | Specify a ‘Distribution Center’ (Disti Center) | The ‘Disti Center’ list will be updated with the correct values once the ‘Ship From’ region is selected. Select the desired distribution center from the drop-down list. (See |

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| | | |
|-----|----------------------------------|---|
| | | <p>Figure K.2)</p> <p>If you Select 'ALL', the lane will be set up for all the Distis in this 'Ship From' Region.</p> <p>e.g. For US, ALL refers to Dallas,TX - Houston,TX - Tampa,FL</p> <p>This speeds up the entry of lanes, as you do not need to enter a new lane for each Distis. The only shortcoming of this is that the Carrier and Delivery Options will be the same for all these Distis</p> <p><i>NOTE: The configuration options vary by center. If you change distribution centers, please click on the Get Configuration Options button to refresh the view.</i></p> |
| K.3 | Verify the routing type | Select " Self. " (See Figure K.3) NOTE: Cisco-routed is not allowed in SRC |
| K.4 | 'Get Configuration Options' | <p>If you change the Distribution Center, all the input fields will be grayed out.</p> <p>Click the 'Get Configuration Options' button to load all the default values for this Distis Center.</p> <p>NOTE: You will not be able to proceed without doing this.</p> |
| K.5 | Select the configuration options | <p>Select the desired configuration options from the displayed fields.</p> <p><i>NOTE: not all fields will be shown for every Distribution Center. (See Figure K.5)</i></p> <ul style="list-style-type: none"> - Freight Terms FCA - Named Place Carrier's Dock - Payment Method Collect - Duty Weight You can specify weight breaks, in pounds or kilograms - Carton You can specify carton breaks, by stating the numbers - Carrier Options vary per distribution center - Account Allows you to enter your account number with the carrier - Delivery Options Yes/No |

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5.9 Configure Lane Details

Figure L - Configure Lane Details

CISCO Shipment Routing Configurator Tool

Company Name: walmart Company ID: 1363269

Configure Lanes for Your Selection - ShipTo : United States - Lower 48 States and RoutingOption : Self and ServiceLevel : Standard

1. Make These Choices First:
Please configure shipping lanes for all distribution centers prior to verifying lanes. Failure to configure a shipping lane per distribution center prior to verification will result in failures displayed above this message.
NOTE: If available, you may select "ALL" as the Dist Center. This selection will enable you to setup all distribution centers within a ship from region with the same configuration options at once.

Ship From Dist Center: US Routed By: ALL Self

Get Configuration Options

2. Complete Configuration Options
Please complete your shipping lane configurations by selecting from the following configuration options as appropriate:

Freight Term: [] Named Place: [] Payment Method: Collect Duty: [] Weight (in LBS): UNL to UNL Carton: 0 to UNL

Carrier: ABF Freight Truck Account #: [] Delivery Options: N

Verify Lanes Save

Configured Lanes Delete Selected

Ship From - Other Edit All - Other Delete All - Other

| Edit | Distribution Center | Routed By | Freight Term | Named Place | Payment Method | Duty | Weight | Select |
|------|---------------------|-----------|--------------|-------------|----------------|------|--------|--------|
|------|---------------------|-----------|--------------|-------------|----------------|------|--------|--------|

| Step | To Do This | What You Do |
|------|-----------------------------------|--|
| L.1 | Optional: Select delivery options | Focals may also select delivery options for their shipments. (See Figure L.1) NOTE: this is an optional feature. Cisco will transfer the information to the selected carrier, but it is the carrier's responsibility, not Cisco's, to include the information in the shipment. |
| L.2 | Save information | Click on save to record the information. (See Figure L.2) NOTE: Information still needs to be verified (see below). |

NOTE: During data entry if an error message appears, refer to [Section 5.16](#) for Troubleshooting tips.

5.10 Selecting Delivery Options

Delivery Options for lanes may be updated, if they use customer-routed configurations.

The following assume customer-routed, express, and region were selected.

NOTE: Cisco will transfer this information to the carrier, but its usage is at the carrier's responsibility.

Figure M - Delivery Options

Company Name: fujitsu LTD Company ID: 400387900

Delivery Options Configuration

Please select one or more delivery options from the list below. Please note that Cisco will make its best attempt to follow these delivery option instructions, however there are no guarantees that all delivery options are available for all scenarios. For customer routed orders, the delivery option requests will be passes on to the customer's selected carrier.

| Delivery Options | | |
|---------------------------------|--------|------------------------|
| Available Delivery Option | Select | Additional Information |
| Inside delivery required | No | |
| Special transport required | No | |
| Carrier will call | No | |
| Consularization/Legalization | No | |
| Contact prior to delivery | No | |
| Certificate of Origin | No | |
| Specific delivery time | No | |
| Remove packaging | No | |
| Preshipment Inspection Required | No | |
| Authorized Receiving Party | No | |

| Figure | What It Does |
|--------|--|
| M.1 | Remove packaging |
| M.2 | Contact prior to delivery |
| M.3 | Carrier will call |
| M.4 | Inside delivery required |
| M.5 | Specific delivery time |
| M.6 | Certificate of origin |
| M.7 | Consularization/Legalization |
| M.8 | Pre-shipment inspection required |
| M.9 | Special transport required |
| M.10 | Certificate of quality and quantity |
| M.11 | Authorized receiving party |

5.11 Save Lane

The following pop-up will appear when 'Save' is clicked.

- **“Freight Terms, Named Place and Duty will be defaulted upon Save”**
 - This indicates that these three values will be defaulted based on the values that relate to each of the separate Distribution Centers in the 'Ship From' region.
 - Click 'OK' to continue.

5.12 Repeat for Weight and Carton breaks

Figure N - Weight and Carton details

2. Complete Configuration Options
Please complete your shipping lane configurations by selecting from the following configuration options as appropriate:

| | | | | | |
|----------------------|----------------------|----------------|----------------------|-----------------|----------|
| Freight Term | Named Place | Payment Method | Duty | Weight (in Lbs) | Carton |
| <input type="text"/> | <input type="text"/> | Collect | <input type="text"/> | UNL to UNL | 0 to UNL |

Carrier: Account #: Delivery Options:

Weight Breaks and Carton Breaks can also be entered into SRC.

- **Weight Break** - Levels at which the freight rate per 100 lbs/kgs decreases because of substantial increases in the weight of the shipment. Also used to determine carrier and mode assignment based on capabilities, cost and service requirement.
- **Carton Break** -Determines carrier and mode assignment based on capabilities, cost and service requirements

Review the Customer's Routing Guide, if there is a need for different service based on Weight follow these instructions

- The shipping lanes will need to be repeated for each Weight Break group
- For example, if there is a need to set up one carrier for shipments up to 150lbs, and a different carrier for shipments above that level, then you would enter two lanes
 - First lane with min weight of 0, and max weight of 150
 - Second lanes exactly the same as the first with min weight of 150 and max weight of UNL (unlimited).
- Ensure that the correct carrier is set for each of the 'weight break' lanes

Similarly if there is a need to set up Carton Breaks

- The shipping lanes will need to be repeated for each Carton Break group
- For example, if there is a need to set up one carrier for shipments up to 10 cartons, and a different carrier for shipments above that number of cartons, then you would enter two lanes
 - First lane with min Cartons of 0, and max Cartons of 10
 - Second lanes exactly the same as the first with min Cartons of 11 and max Cartons of UNL (unlimited).
- Ensure that the correct carrier is set for each of the 'Carton Break' lanes

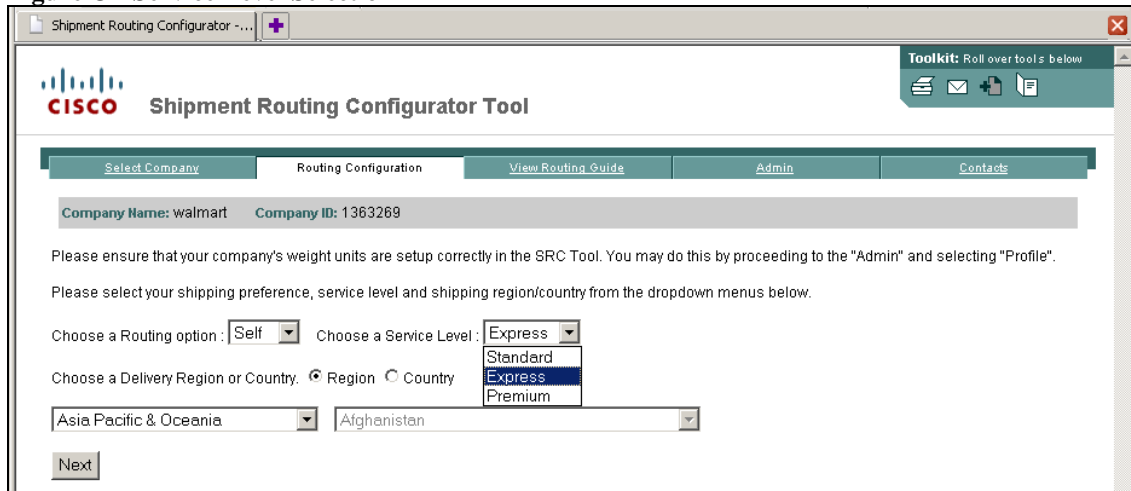
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NOTE: if you need to set up a combination of Weight Breaks and Carton Breaks, that is also possible, though it will likely increase the number of lanes needed.

5.13 Repeat for Service Levels

Figure O - Service Level Selection



The screenshot shows the 'Shipment Routing Configurator Tool' interface. The top navigation bar includes 'Select Company', 'Routing Configuration', 'View Routing Guide', 'Admin', and 'Contact'. The 'Routing Configuration' tab is active. The company name is 'walmart' and the company ID is '1363269'. Below this, there is a message: 'Please ensure that your company's weight units are setup correctly in the SRC Tool. You may do this by proceeding to the "Admin" and selecting "Profile". Please select your shipping preference, service level and shipping region/country from the dropdown menus below.' The form contains the following fields: 'Choose a Routing option:' with a dropdown set to 'Self'; 'Choose a Service Level:' with a dropdown menu open showing 'Express', 'Standard', 'Express', and 'Premium'; 'Choose a Delivery Region or Country:' with radio buttons for 'Region' (selected) and 'Country'; a dropdown for 'Region' set to 'Asia Pacific & Oceania'; and a dropdown for 'Country' set to 'Afghanistan'. A 'Next' button is located at the bottom left.

SRC supports up to three service levels. These are normally defined as

- Standard – level of service for normal orders.
- Express – level of service for orders with pressing need.
- Premium –highest level of service; usually for orders of extreme urgency.

Based on the Customer's Routing Guide, if there is a need for different Service Levels to be entered, carry out the following.

- Once all 'Standard' service level lanes have been entered, go back to the 'Shipping Configuration' Tab
- Select the new Service Level to enter
- Follow the process outlined in sections 5.5 to 5.10 for the new Service Level

Alternatively

- If the shipping lanes are the same for each service level, with different carrier services (review the content of the Routing Guide), then you can do the following
- Use the Copy Service Level feature to copy the 'Standard' Service Level Shipping Lanes to the 'Express' Service Level
- Modify the newly created 'Express' lanes by updating the Carrier details, and any other changes detailed in the Customer's Routing Guide
- Re-Save the 'Express' lanes
- Re-Verify the 'Express' lanes
- Repeat the Copy and Modify steps above for 'Premium' Service Level lanes

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5.14 Editing and Deleting Customer-Routed Configurations

You can edit and delete customer-routed configurations by following these steps.

Figure P - Edit and Delete Lanes

The screenshot shows a web interface for configuring shipping lanes. It is divided into two main sections: 'Ship From - Other' and 'Ship From - US'. Each section has an 'Edit All' button and a 'Delete Selected' button. Below these are tables of lane configurations. The 'Ship From - US' table has columns: Edit Lane, Distribution Center, Routed By, Freight Term, Named Place, Payment Method, Duty, Weight, and Select Lane. The table lists lanes for Dallas, Houston, Laredo, and Tampa, each with a sub-row for '0 to UNL' and a checkbox in the 'Select Lane' column.

| Edit Lane | Distribution Center | Routed By | Freight Term | Named Place | Payment Method | Duty | Weight | Select Lane |
|-----------|---------------------|-------------------|--------------|---------------|-----------------|-----------------|-----------------|--------------------------|
| | Carton | Carrier | Account # | Status | Last Updated By | Last Updated On | Delivery Option | |
| | Ship From - US | | | | | | | |
| | Edit All - US | | | | | | | Delete All - US |
| | Dallas, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable | 0 to UNL lbs | <input type="checkbox"/> |
| Edit | 0 to UNL | ABF Freight Truck | | Entered | QTC_TEST_033 | 20 JAN 2009 | No | <input type="checkbox"/> |
| | Houston, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable | 0 to UNL lbs | <input type="checkbox"/> |
| Edit | 0 to UNL | ABF Freight Truck | | Entered | QTC_TEST_033 | 20 JAN 2009 | No | <input type="checkbox"/> |
| | Laredo, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable | 0 to UNL lbs | <input type="checkbox"/> |
| Edit | 0 to UNL | ABF Freight Truck | | Entered | QTC_TEST_033 | 20 JAN 2009 | No | <input type="checkbox"/> |
| | Tampa, FL, USA | Self | FCA | Carriers Dock | Collect | Not Applicable | 0 to UNL lbs | <input type="checkbox"/> |
| Edit | 0 to UNL | ABF Freight Truck | | Entered | QTC_TEST_033 | 20 JAN 2009 | No | <input type="checkbox"/> |
| | | | | | | | | Delete Selected |

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| Figure | What It Does |
|--------|---|
| P.1 | <p>“Edit” - Select a customer-routed lane by clicking on its “Edit” button (under the Edit Lane heading).</p> <p>The lane details will be shown in the Configuration fields. Make the updates to the configuration details and click “Save”</p> <p>When an edited lanes is Saved, the following pop-up message appears</p> <p style="padding-left: 40px;">“Warning - If you have submitted orders for this Country/State, the new lane values will be applied to those orders. Are you sure you want to change this lane”</p> <p style="padding-left: 40px;">Click ‘OK’ to continue, or click ‘Cancel’ to return without saving.</p> |
| P.2 | <p>“Delete Selected” - Click the Tick-box to the right of the Shipping Lane (under the Select Lane heading).</p> <p>Repeat for all Lanes you want to Delete.</p> <p>Click “Delete Selected”.</p> <p>A pop-up message appears</p> <p style="padding-left: 40px;">“Warning - If you have submitted orders for the Country/State, you will have problems shipping orders. Are you sure you want to delete this lane”</p> <p style="padding-left: 40px;">Click ‘OK’ to continue, or click ‘Cancel’ to return without deleting.</p> |
| P.3 | <p>“Edit All” - There are three Edit All buttons, one for each Region.</p> <p>Click “Edit All” to edit the details for all Distis in a particular region at the same time.</p> |

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| | |
|-----|---|
| | <p>A pop-up message will be displayed</p> <p style="padding-left: 40px;">“Changes will be applied to all existing ... lanes” (where .. is EU, US or Other)</p> <p style="padding-left: 40px;">Click ‘OK’ to continue.</p> <p>The details will be shown above in the Configuration fields. Make the changes to the fields and click “Save”.</p> <p><i>NOTE: If there is more than one shipping lane for a particular Dist, the Edit All function will not be available, due to that fact that these details need to be edited individually.</i></p> |
| P.4 | <p>“Delete All” - There are three Delete All buttons, one for each Region. Click “Delete All” to remove all lanes for a particular Region.</p> <p>A pop-up message appears</p> <p style="padding-left: 40px;">“Warning - If you have submitted orders for the Country/State, you will have problems shipping orders. Are you sure you want to delete ALL Other lanes”</p> <p style="padding-left: 40px;">Click ‘OK’ to continue, or click ‘Cancel’ to return without deleting.</p> |

5.15 Save Edited Lane

During ‘Save’ a number of different messages may appear.

- the following pop-up will appear when ‘Save’ is clicked.
 - “Freight Terms, Named Place and Duty will be defaulted upon Save”
 - This indicates that these three values will be defaulted based on the values that relate to each of the separate Distribution Centers in the ‘Ship From’ region.
 - Click ‘OK’ to continue.

5.16 Verify Shipping Lanes

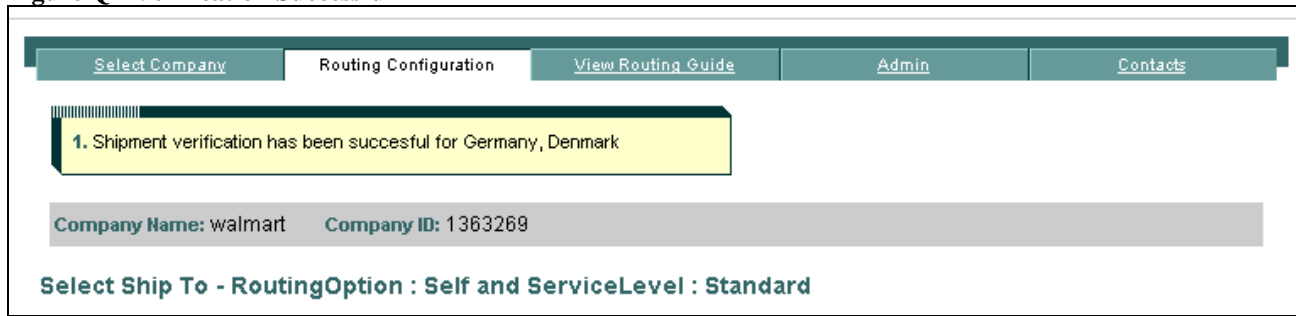
NOTE: Lanes only become operational once they have been ‘Verified’. An ‘Entered’ lane is only accessible through the SRC Tool, and will not affect the shipping program that the customer orders will follow.

Once all lanes have been ‘added’, ‘edited’ or ‘deleted’, use the ‘Verify Lanes’ function to ensure that the lanes are executable.

Click ‘Verify Lanes’

If all lanes are valid a response of “Shipment verification has been successful for” will be seen. (where ... is the ‘Ship-To’ region/countries related to the lanes entered)

Figure Q - Verification Successful



If any lanes are invalid, an error will be displayed. See Section 5.17 (Troubleshooting).

5.17 Troubleshooting

If an error occurs during Validation of the new or edited lanes, the following message will be displayed

5.17.1 'Verify Lanes' Error Messages

Figure R - Verification Error Messages



- “Distribution Center, Country, has not been configured for Standard shipping”
 - This error is a reminder that **all** Distribution Centers must be set up with a Standard Service Level Shipping Lane before the customer will become active to use the Self-routed (Opt-Out) as a shipping option.
 - A reminder will be listed for each Distribution Center that has not yet been configured.
 - Save a Standard Service Level Shipping Lane for each Distribution Center, and then click the “Validate Lanes” button again.

5.17.2 Configuration Entry Errors

- Weight break error

Example - *Penang, Malaysia configuration for Standard shipping has weight overlaps*

- An error will appear if the Weight Breaks have been entered incorrectly
 - Minimum Weight must be 0
 - The lowest Weight Break lane must have a min weight of 0. Reset min weight to 0 and click 'Save'.
 - Maximum Weight must be UNL
 - The highest Weight Break lane must have a max weight of UNL (unlimited). Reset the max weight to UNL and click 'Save'.
 - Weight Break overlap
 - This error occurs when the Weight Breaks have weight values that overlap. E.g. if there are two lanes, where one lane is from 0 to 150, and the second lane for the same ship-to/ship-from is from 100 to UNL. Correct the Weight Breaks to ensure they are contiguous, and do not overlap. Click 'Save'.

- Carton Break error

Example - *Penang, Malaysia configuration for Standard shipping is incomplete for maximum carton break in the weight range 0 and UNL*

- An error will appear if the Carton Breaks have been entered incorrectly
 - Minimum Carton number must be 0
 - The lowest Carton Break lane must have a min number of 0. Reset min number to 0 and click 'Save'.
 - Maximum Carton number must be UNL
 - The highest Carton Break lane must have a max number of UNL (unlimited). Reset the max number to UNL and click 'Save'.
 - Carton Break overlap
 - This error occurs when the weight breaks have weight values that overlap. E.g. if there are two lanes, where one lane is from 0 to 150, and the second lane for the same ship-to/ship-from is from 100 to UNL. Correct the weight breaks to ensure they are contiguous, and do not overlap. Click 'Save'.

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- Account Number needs to be entered
 - This error indicates that the carrier selected requires an Account Number to be entered. Enter the carrier account number for this customer. See the Customer's Routing Guide for reference.

5.17.3 Freight Carrier Inactivation

If SRC lanes have a soft inactivated carrier, the following warning messages will be displayed. This message indicates that a active carrier should be chosen for the specified lanes.

- Routing Configuration tab.

The screenshot shows the Cisco Shipment Routing Configurator Tool interface. At the top left is the Cisco logo and the tool name. A navigation bar contains tabs for 'Select Company', 'Routing Configuration' (which is active), 'View Routing Guide', 'Admin', and 'Contacts'. In the top right corner, there is a 'Toolkit: Roll over' button with icons for a list, an envelope, and a plus sign. A prominent yellow warning box with a red border states: 'Warning: One or more of your lanes has an invalid carrier. Please fix it to avoid shipment delay on orders. Click [View Routing Guide](#) for details.' Below the warning, the 'Company Name' is 'CISCO_SRC_CANADA' and the 'Company ID' is '863483'. A text instruction reads: 'Please ensure that your company's weight units are setup correctly in the SRC Tool. You may do this by proceeding to the "Admin" and selecting "Profile". Please select your shipping preference, service level and shipping region/country from the dropdown menus below.' The configuration options include: 'Choose a Routing option:' with a dropdown set to 'Cisco'; 'Choose a Service Level:' with a dropdown set to 'Deferred'; 'Choose a Delivery Region or Country.' with radio buttons for 'Region' (selected) and 'Country'; a dropdown menu for 'Asia Pacific & Oceania'; and a dropdown menu for 'Afghanistan'. A 'Next' button is located at the bottom of the configuration area.

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- View Routing Guide

Company Name: lbrn 2070 Company ID: 401303786

View All Routing Guide Information


Warning: One or more of your lanes has an invalid carrier highlighted below. Please fix it to avoid shipment delay on orders.

| Configured Lanes | | | | | | | | |
|----------------------|---------------------|-----------------|------------------------|-------------|----------------|----------------------|--------------------|---------------------------|
| Download as Excel | | Download as XML | | | | | Delete Selected | |
| Edit Lane | Ship To | Service Level | Distribution Center | Routed By | Freight Term | Planned Place | Payment Method | Duty |
| | Weight | Carton | Carrier | Account # | Status | Last Updated By | Last Updated On | Delivery Option |
| Edit | CALIFORNIA | Standard | Toronto, ON, CA | Self | FCA | Origin | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | AAA4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |
| Edit | CALIFORNIA | Standard | El Paso, TX, USA | Self | FCA | Origin | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |
| Edit | CALIFORNIA | Standard | Chicago, IL, USA | Self | FCA | Origin | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |
| Edit | CALIFORNIA | Standard | Tampa, FL, USA | Self | FCA | Carriers Dock | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |
| Edit | CALIFORNIA | Standard | Laredo, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |
| Edit | CALIFORNIA | Standard | Houston, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |
| Edit | CALIFORNIA | Standard | Dallas, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | BAX1 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |
| Edit | CALIFORNIA | Standard | Atlanta, GA, USA | Self | FCA | Origin | Collect | Not Applicable |
| | 0 to UNL lbs | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No |


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- Routing Configuration – Edit Mode



Shipment Routing Configurator Tool



Select Company
Routing Configuration
View Routing Guide
Admin
Contacts

Company Name: ibm 2070 Company ID: 401303786

Configure Lanes for Your Selection - ShipTo : CALIFORNIA and RoutingOption : Self and ServiceLevel : Standard

Warning: One or more of your lanes has an invalid carrier highlighted below. Please fix it to avoid shipment delay on orders.

1. Make These Choices First:
 Please configure shipping lanes for all distribution centers prior to verifying lanes. Failure to configure a shipping lane per distribution center prior to verification will failures displayed above this message.
NOTE: If available, you may select "ALL" as the Dist Center. This selection will enable you to setup all distribution centers within a ship from region with the same configuration options at once.

Ship From:

Dist Center:

Routed By:

2. Complete Configuration Options
 Please complete your shipping lane configurations by selecting from the following configuration options as appropriate:

Freight Term:

Named Place:

Payment Method:

Duty:

Weight (in LBS): to

Carton: to

Carrier:

Account #:

Delivery Options:

Ship From - Other

| Edit Lane | Distribution Center | Routed By | Freight Term | Named Place | Payment Method | Duty | Weight | Delivery Option |
|-------------------------------------|---------------------|-----------|--------------|-------------|-----------------|-----------------|--------------------|-----------------|
| | Carton | Carrier | Account # | Status | Last Updated By | Last Updated On | | |
| <input type="button" value="Edit"/> | Toronto, ON, CA | Self | FCA | Origin | Collect | Not Applicable | 0 to UNL lbs | |
| | 0 to UNL | AAA4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No | |

Ship From - US

| Edit Lane | Distribution Center | Routed By | Freight Term | Named Place | Payment Method | Duty | Weight | Delivery Option |
|-------------------------------------|------------------------|-------------|--------------|----------------------|---------------------|-----------------------|---------------------|-----------------|
| | Carton | Carrier | Account # | Status | Last Updated By | Last Updated On | | |
| <input type="button" value="Edit"/> | Atlanta, GA, USA | Self | FCA | Origin | Collect | Not Applicable | 0 to UNL lbs | |
| | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No | |
| <input type="button" value="Edit"/> | Chicago, IL, USA | Self | FCA | Origin | Collect | Not Applicable | 0 to UNL lbs | |
| | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No | |
| <input type="button" value="Edit"/> | Dallas, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable | 0 to UNL lbs | |
| | 0 to UNL | BAX1 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No | |
| <input type="button" value="Edit"/> | El Paso, TX, USA | Self | FCA | Origin | Collect | Not Applicable | 0 to UNL lbs | |
| | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No | |
| <input type="button" value="Edit"/> | Houston, TX, USA | Self | FCA | Carriers Dock | Collect | Not Applicable | 0 to UNL lbs | |
| | 0 to UNL | ABF4 | | Entered | QTC_TEST_033 | 23 JUL 2009 | No | |

5.18 Email the Company Contacts

To send an email to the company contacts to review the changes you have made *See Section 9.4*

6 How to Modify Shipping Lanes

[NOTE: See SRC Training Module 5: Changing Customer Information](#)

6.1 Chapter Objective

The chapter describes how to make changes to the lanes of a Customer that has previously been set up as Self-routed (Opt-Out).

6.2 Summary of how to Edit Shipping Lanes

- First, select the Customer
- There are several ways to find the lanes that you want to Edit.
 - Approach 1 - Start from the Routing Guide - See Section 6.4
 - Approach 2 - Start from the 'Ship to' selector - See Section 6.5
- Make the changes to the lanes
- Click 'Save'
- When all lanes have been updated, click 'Verify Lanes'

6.3 Select the Customer

[NOTE: See SRC Training Module 2: Choosing a Customer](#)

In order to access a company's information, you must select the desired company from the list. (If you have more than one company on your account, they will be displayed onscreen.)

This is accomplished in exactly the same way as shown in Section 5.5.

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6.4 Approach 1 - Start from the Routing Guide

6.4.1 Review Shipping Lanes

Once the Customer is selected, go to the 'View Routing Guide' Tab.

This section enables you to view your routing guide in one convenient location.

Figure S - Routing Guide

| Edit Lane | Ship To | Service Level | Distribution Center | Routed By | Freight Term | Named Place | Payment Method | Duty | Select Lane |
|--------------------------|--------------|---------------|--------------------------------|-----------|--------------|---------------|----------------|----------------|--------------------------|
| <input type="checkbox"/> | China | Standard | Zapopan, Jalisco, Mexico | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| <input type="checkbox"/> | 0 to UNL lbs | 0 to UNL | A. America Cargo: Direct | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | <input type="checkbox"/> |
| <input type="checkbox"/> | China | Standard | Tampa, FL, USA | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| <input type="checkbox"/> | 0 to UNL lbs | 0 to UNL | A.A Mario Palos Garza: Consol | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | <input type="checkbox"/> |
| <input type="checkbox"/> | China | Standard | Penang, Malaysia | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| <input type="checkbox"/> | 0 to UNL lbs | 0 to UNL | ABX Logistics: Consol | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | <input type="checkbox"/> |
| <input type="checkbox"/> | China | Standard | Tuen Mun, NT, Hong Kong | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| <input type="checkbox"/> | 0 to UNL lbs | 0 to UNL | AE CARGO SERVICES LTD : Consol | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | <input type="checkbox"/> |
| <input type="checkbox"/> | China | Standard | Singapore, Singapore | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| <input type="checkbox"/> | 0 to UNL lbs | 0 to UNL | ABX Logistics: | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | <input type="checkbox"/> |

6.4.2 Editing the Routing Guide

You can edit selected lanes from your routing guides by following these steps.

| Step | What You Do |
|------|--|
| U.2 | Select the desired lane(s) by clicking on the radio button under Select Lane . |
| U.3 | Click on Edit Selected . The Routing Configuration section will be shown, with the selected lanes, in review mode (see section 6.4.5) |

6.4.3 Deleting Lanes from the Routing Guide

You can delete selected lanes from your routing guide by following these steps.

| Step | What You Do |
|------|--|
| U.2 | Select the desired lane(s) by clicking on the radio button under Select Lane . |
| U.4 | Click on Delete Selected . The page will refresh, and the list will no longer display the selected entries. |

6.4.4 Go to Verify Shipping Lanes Section

Go forward to Section 6.6 (Verify Shipping Lanes)

6.5 Approach 2 - Start from the 'Ship to' Selector

6.5.1 Select the 'Ship to'

See Section 5.6

6.5.2 Entering Customer-Routed Routing Configurations

See Section 5.7

6.5.3 Select the 'Ship From' and 'Disti Center'

See Section 5.8

6.5.4 Edit and Delete lanes

See Section 5.14 and 5.15

6.6 Verify shipping lanes

See Section 5.16

6.7 Troubleshooting

See Section 5.17 above

6.8 Email the company contacts

See Section 5.18 above

7 Copy Shipping Lanes

This chapter details how to use a time-saving techniques to transfer information from one lane, company, or level to another.

7.1 Chapter Objectives

Learn how to copy information from one level, company, or lane to another.

7.2 Copying Lane Configurations

The Copy functionality can save you a lot of time if your configurations do not vary per level, company or lane

Figure T - Copy Lanes Function

The screenshot displays the Cisco Shipment Routing Configurator Tool interface. At the top left is the Cisco logo and the tool name. A navigation bar includes links for 'Select Company', 'Routing Configuration', 'View Routing Guide', 'Admin', and 'Contacts'. A 'Toolkit' section on the right contains icons for a menu, email, a plus sign, and a document. Below the navigation bar, the user is logged in as 'Copy' with links for 'Profile' and 'Email'. The main content area shows 'Company Name: walmart' and 'Company ID: 1363269'. The 'Copy Lane Configurations' section includes a note about reducing manual entry and three configuration groups: 'Copy Service Level' with 'From' and 'To' dropdowns and a 'Copy Service Level' button; 'Copy Entire Company' with 'From' and 'To' dropdowns and a 'Copy Company' button; and 'Search Criteria' with 'From' and 'To' text input fields and a 'Search' button. A fourth group, 'Copy Country or State', has 'From' and 'To' dropdowns and a 'Copy Country/State' button. The footer contains copyright information for Cisco Systems, Inc. from 1992-2008 and links to Terms & Conditions, Privacy Statement, and Cookie Policy.

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| Figure | What It Does |
|--------|---|
| V.1 | Copies a service level to another. To copy the settings for one level (standard/premium/urgent) to another, select the one containing the information and the one to which you want to transfer it. |
| V.2 | Copies entire company's routing information to another. To copy the settings for one company to another, select the one containing the information and the one to which you want to transfer it. <i>(Only available if you are authorized to enter routing information for more than one company.)</i> |
| V.3 | Copies a nation/state configuration to another. To copy the settings for one nation/state to another, select the one containing the information and the one to which you want to transfer it. |
| V.4 | Search Criteria. <ul style="list-style-type: none">○ Type in the name of a Company you want to copy from into the 'From- Search Criteria' field.○ Type in the name of the Company you want to copy to into the 'To-Search Criteria' field.○ Click 'Search' to find these companies○ The companies will appear in the 'From' and 'To' fields under 'Copy Entire Company'.○ Select them from the drop-down lists presented |

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8 'View Routing Guide' Tab

This chapter enables how to view the routing guide in one convenient location.

8.1 Chapter Objectives

Learn how view the entire configuration for a company.

8.2 Viewing the Routing Guide

Figure U - Routing Guide

Configured Lanes

| Edit Lane | Ship To | Service Level | Distribution Center | Routed By | Freight Term | Named Place | Payment Method | Duty | Select Lane |
|----------------------|--------------|---------------|--------------------------------|-----------|--------------|---------------|----------------|----------------|--------------------------|
| Edit | China | Standard | Zapopan, Jalisco, Mexico | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| | 0 to UNL lbs | 0 to UNL | A. America Cargo: Direct | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | |
| Edit | China | Standard | Tampa, FL, USA | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| | 0 to UNL lbs | 0 to UNL | A.A Mario Palos Garza: Consol | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | |
| Edit | China | Standard | Penang, Malaysia | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| | 0 to UNL lbs | 0 to UNL | ABX Logistics: Consol | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | |
| Edit | China | Standard | Tuen Mun, NT, Hong Kong | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| | 0 to UNL lbs | 0 to UNL | AE CARGO SERVICES LTD : Consol | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | |
| Edit | China | Standard | Singapore, Singapore | Self | FCA | Carriers Dock | 3rd Party | Not Applicable | <input type="checkbox"/> |
| | 0 to UNL lbs | 0 to UNL | ABX Logistics: | | Verified | QTC_TEST_033 | 18 DEC 2008 | No | |

8.3 *Downloading your Routing Guide*

You may download your entire routing guide in either Microsoft Excel (XLS) or Extensible Markup Language (XML) format by following these steps.

| Step | What You Do |
|------|--|
| M.1 | Select the desired format, by clicking on Excel or XML . Depending on your browser, you will be asked to enter a name for the new file. (You will then need to open the file in Excel to view the information.) |

8.4 *Editing the Routing Guide*

You can edit selected lanes from your routing guides by following these steps.

| Step | What You Do |
|------|--|
| U.2 | Select the desired lane(s) by clicking on the radio button under Select Lane . |
| U.3 | Click on Edit Selected . The Routing Configuration section will be shown, with the selected lanes, in review mode (see section 6.4.5) |

8.5 *Deleting Lanes from the Routing Guide*

You can delete selected lanes from your routing guide by following these steps.

| Step | What You Do |
|------|--|
| U.2 | Select the desired lane(s) by clicking on the radio button under Select Lane . |
| U.4 | Click on Delete Selected . The page will refresh, and the list will no longer display the selected entries. |

9 'Admin' Tab

This chapter details how to use the Administration features Copy, Profile and Email.

9.1 Chapter Objectives

Learn how to use the three features in the Administration Tab

- Learn how to copy information from one level, company, or lane to another
- Understand how to change weight options from kilograms to pounds or vice-versa
- Review how to send emails to customer contacts

9.2 'Copy' function

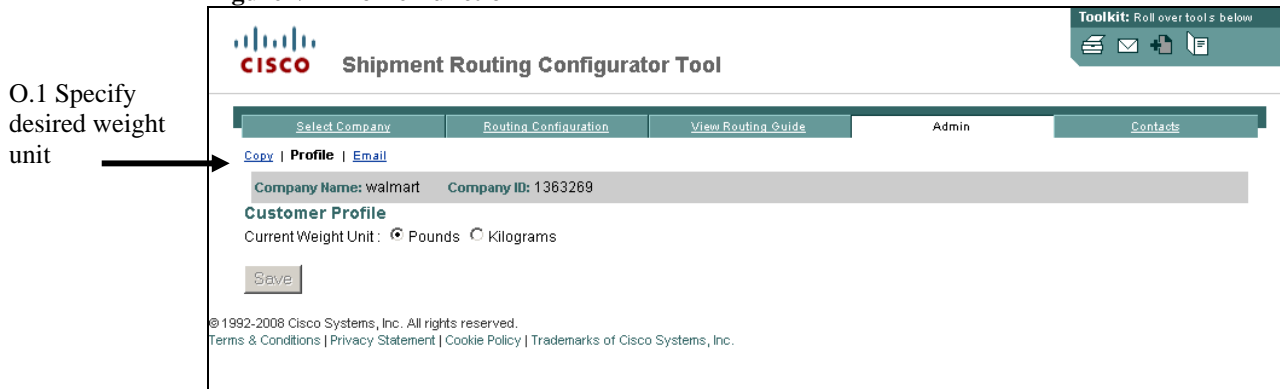
The Copy functionality can save you a lot of time if your configurations do not vary per level, company or lane

See chapter 7

9.3 'Profile' function

You can establish your profile and set preferences for weight measurements. Your selection will be used throughout the Shipment Routing Configurator Tool.

Figure V - Profile Function



| Figure | What It Does |
|--------|---|
| O.1 | Specify weight unit. Select the desired weight unit (pounds or kilograms) for usage with the Shipment Routing Configurator Tool. |

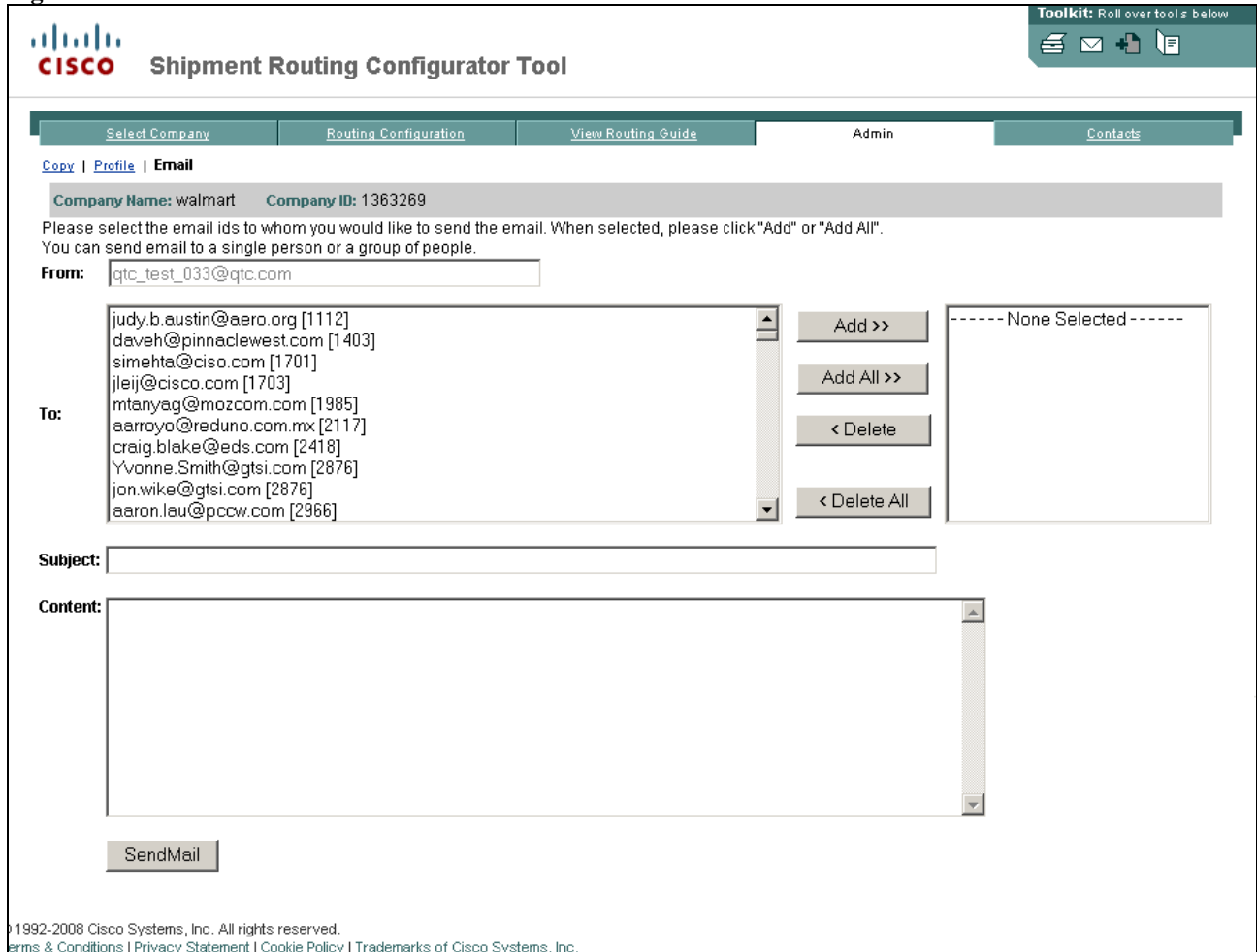
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9.4 'Email' function

The Email function allows you to send a message to all (or just some) contacts at a company, in order to ask them to review the check the new lanes, etc.

Figure W - Email Function



| Step | To Do This | What You Do |
|------|---------------------|--|
| Y.1 | Add Contact | Click 'Add >>' Adds desired contact to email list (right column). |
| Y.2 | Add All Contacts | Click 'Add All >>' Adds all contacts to the email list. |
| Y.3 | Delete Contact | Click '< Delete' Deletes a contact from the email list. |
| Y.4 | Delete All Contacts | Click '< Delete All' Deletes all the contacts from the email list. |
| Y.5 | Add Subject Text | Type in the Subject for the Email |
| Y.6 | Add Email Text | Type in the Body Text of the Email |
| Y.7 | Send Mail | Click 'SendMail' to send the Email to the Contacts listed |

To make updates to the list of contacts used by the Email tool *See Section 10*

10 'Contacts' Tab

This chapter details the Contact tab, where you can update the company contacts that need to be updated about any changes to the Self-routed lanes.

10.1 Chapter Objectives

Understand how to make changes to the list of contacts at a company.

10.2 Update Company Contacts

Focals may edit, add, or delete information related to their company's logistics contacts. Employees without focal responsibilities may only view the information.

Figure X - Contact Update Form

CISCO Shipment Routing Configurator Tool

Company Name: walmart Company ID: 1363269

Contact Information

Contacts Last Updated by DAVID GUARD on 20 JAN 2009 (email: qtc_test_033@qtc.com)

| Select | Name | Email | Phone | Last Updated By | Last Updated On |
|--------------------------|--------------|---------------------|--------------|-----------------|-----------------|
| <input type="checkbox"/> | David Weston | dweston@walmart.com | 408 446 3234 | QTC_TEST_033 | 20 JAN 2009 |
| <input type="checkbox"/> | Andrea Noble | anoble@walmart.com | 408 456 2329 | QTC_TEST_033 | 20 JAN 2009 |

Buttons: Delete Selected Rows, Edit Selected Row

Add Contact :

Name :

Email :

Phone :

Save

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10.2.1 Deleting a Contact

You may delete a logistics focal to your company by following these steps.

| Step | What You Do |
|------|---|
| P.1 | Select the desired focal. Click on Delete . The page will refresh and display the new list. |

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10.2.2 Editing a Contact

You may edit a logistics focal to your company by following these steps.

| Step | What You Do |
|------|---|
| P.2 | Select the desired focal. Click on Edit . The page will refresh and the entry will be displayed in the fields. |
| P.3 | Enter new name, email, and phone number information. Click on Save . The page will refresh and display the new entry. |

10.2.3 Adding a Contact

You may add a new logistics focal to your company by following these steps.

| Step | What You Do |
|------|---|
| P.3 | Enter new name, email, and phone number information. Click on Save . The page will refresh and display the new entry. |

11 Glossary of Cisco Terms

Carrier's Doc -Carrier's receiving cargo warehouse or terminal

Cisco-Routed – Cisco Routed: Cisco-routed refers to shipments for which customers use the Cisco carrier selections and charges.

Company Logistics Focal – Contact entitled to edit your company's freight lane configurations. There can be a maximum of 10 logistics focals per company.

Customer ID – Unique identifier given to your company. (If you are unsure of this number, please contact your Customer Service Specialist).

Customer-Routed – Shipping option allowing Cisco Systems to ship your orders utilizing your selected freight options. Cisco Systems, Inc. releases all responsibility for the unit's shipment to the customer's selected freight forwarder once the order leaves the manufacturing site.

Named Place - The point where Cisco will deliver the goods to the customer's carrier in compliance with agreed upon freight terms.

Shipping Service Level - Categories governing the type of freight Cisco will use to ship your orders. You may specify up to three different levels:

- Standard – level of service for normal orders.
- Express – level of service for orders with pressing need.
- Premium — highest level of service; usually for orders of extreme urgency.

12 Glossary of Uniform Commercial Codes

UCC stands for *Uniform Commercial Codes*, a set of standard definitions approved and adopted by the 50 states and the District of Columbia for use in transactions involving domestic terms of sale. UCC terms are not used outside the US, since they are federal law and therefore do not apply to domestic transactions.

Carrier -Any person who, in a contract of carriage, undertakes to perform or to procure the performance of transport by rail, road, air, sea, inland waterway or by a combination of such modes.

Carton Break -Determines carrier and mode assignment based on capabilities, cost and service requirements

Distribution Center – Facility from which goods are distributed. Typical activities include receipt, storage, and shipment of goods.

FOB (Free on Board, Named Place) – “Free on Board” at a named place means the seller delivers the goods to the buyer at that place and bears the expense and risk to that point

Typical use of FOB:

FOB Origin, Collect – Means title, risk and freight cost passes to buyer at the origin point when the seller puts the goods into the possession of the carrier nominated by the buyer.

FOB Origin, Prepaid and Add – Means title and risk pass to the buyer at the origin point when the seller puts the goods into the possession of the carrier nominated by the seller. The seller pays the freight cost and adds it to the buyer’s invoice.

FOB Destination, Prepaid and Add – Means title, risk and cost passes to the buyer at the destination point upon delivery. The seller nominates the carrier, pays the freight cost and adds it to the buyer’s invoice.

Delivery Options -Added to baseline service offering. Typical options include inside delivery, call for appointment and de-trash/removal. Please remember, Cisco will transfer your selections to the carrier, but it is the **carrier’s responsibility** to apply them.

Authorized Receiving Party -Party authorized to receive and sign for the cargo or goods.

Certificate of Origin (General) -A document stating the country of origin, manufacture, growth or production. Countries may require certificates as part of their customs entry process. They are produced by the freight forwarder, consular office or chamber of commerce.

Certificate of Quality -A document certifying that merchandise was in good condition at the time of inspection prior to shipment.

Certificate of Quantity -A document stating the quantity of a shipment.

Consularization/Legalization -Official certification of the authenticity of signatures or documents in connection with the letter of credits, such as certificates of origin, commercial

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invoice, etc... by chambers of commerce, consulates and similar recognized government authorities.

Inside Delivery -Instruction to carrier to deliver cargo beyond dock, typically to a specific location within a facility.

Pre-Shipment Inspection -For certain countries of destination it is required that goods will be inspected in the country of dispatch by an authorized inspection agency. These agencies will verify prices, HTS Codes, volumes and technical standards. Major inspection agencies include: SGS, Bureau Veritas and Intertek.

Remove Packaging -Instruction to carrier to place unit in a specified location, unpack said unit and remove the packaging from the receiving facility.

Special Transport Required -Customer to specify. Includes things like air ride, lift gate, crane, military.

Specific Delivery Time -Instruction to carrier to deliver cargo at a specific time on a specific date.

Dray -A vehicle used to haul cargo or goods.

Drayage -The charge made for hauling freight, carts, drays or trucks.

Duty -A tax levied by the government on the import, export or consumption of goods. Usually a tax imposed on imports by the customs authority of a country. Duties are generally based on value of the goods, some other factors such as weight or quantity, or a combination of value and other factors. Payment responsibility falls to the Seller (Duty Paid) or Buyer (Duty Unpaid)

Exporter -An individual or company that transports goods or merchandise from one country to another in the course of trade.

Exporter of Record (EOR) -The entity that hold the title to the goods at the moment of export. The EOR must determine licensing authority, and obtain the appropriate license or other authorization. The EOR is required to provide the correct Export Control Classification Number (ECCN), or sufficient technical information in order to determine classification.

Freight Payment Term -A term that governs the payment obligation, buyer of seller, of freight charges associated with a particular shipment. These terms are typically agreed upon and documented in a sales contract.

- **Collect** -Indicates to the Carrier that the Consignee pays the transportation charges.
- **Prepaid** -Indicates to the Carrier that the Shipper pays the transportation charges.
- **Prepaid & Add** -Indicates to the Carrier that the Shipper pays the transportation charges and to the Buyer that the seller will add these charges to the remittance invoice.
- **Third Party Billing** -Indicates to the Carrier that someone other than the Shipper or Consignee pays for the transportation charges.

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Freight term -A term of sale that describes the method by which a sale will be processed in terms of export clearance, import clearance, freight and insurance, risk of loss or damage

Importer -The individual, firm or legal entity that brings articles of trade from a foreign source into a domestic market in the course of trade.

Importer of Record (IOR) -The entity that holds the title to the goods at the moment of importation. The IOR is the taxable person for customs duties and import VAT. The Importer of Record is responsible to apply for import licenses (when required). The seller will have to act as Importer of Record when goods are sold abroad under the condition 'Duty Paid'.

Lane -A general description of the origin and destination locations. For example, Singapore to San Francisco is a lane.

Named Place -The point where the seller has fulfilled his delivery obligation to the buyer and where risk of loss or damage is transferred from the seller to the buyer. This is typically mutually agreed upon by the seller and the buyer and usually driven by the Incoterms or terms of sale. Though it can, Named Place does not always determine transfer of ownership or title.

Route -The course or direction that a shipment moves.

Routing -To designate the course or direction a shipment will move.

Shipping Configuration - The way in which your shipment is setup and ultimately will move. Components of a configured shipment include carrier, mode, service level, weight/carton break and freight payment term selection for a specific lane or origin/destination pair.

Value Added Tax -A common tax due upon import, equivalent to a national sales tax, payable to the taxing authority. The tax is levied on the amount by which value is added. This VAT is generally recoverable from the taxing authority when the end user pays its share of the taxes to the government.

Weight Break - Levels at which the freight rate per 100 lbs/kgs decreases because of substantial increases in the weight of the shipment. Also used to determine carrier and mode assignment based on capabilities, cost and service requirement.

13 Appendix A: Incoterm Definitions

What are Incoterms?

Incoterms is an abbreviation for the international commerce terms, a set of standard definitions for international commerce.

Trade terms are key elements of international contracts of sale, since they tell the involved parties how to operate in respect to the carriage of goods from the seller to the buyer, export and import clearance, and division of costs and risks between the parties.

Definitions:

EXW (Ex Works) "Ex works" means the seller delivers when he places the goods at the disposal of the buyer at the seller's premises or another named place (i.e. works, factory, warehouse, etc..) not cleared for export and not loaded on any collecting vehicle. This term thus represents the minimum obligation for the seller, and the buyer has to bear all costs and risks involved in taking the goods from the seller's premises.

However, if the parties wish the seller to be responsible for loading of the goods on departure and to bear all the risks and all the costs of such loading, this should be made clear by adding explicit wording to this effect in the contract of sale. This term should not be used when the buyer cannot carry out export formalities directly or indirectly. In such circumstances, the FCA term should be used, provided the seller agrees that he will load at his cost and risk.

Critical points:

- *Carriage/transportation to be arranged by the buyer.*
- *Risk transfer from the seller to the buyer when the goods are at the disposal of the buyer*
- *Cost transfer from the seller to the buyer when the goods are at the disposal of the buyer.*

FCA (Free Carrier) "Free Carrier" means that the seller delivers the goods, cleared for export, to the carrier nominated by the buyer at the named place. It should be noted that the chosen place of delivery has an impact on the loading and unloading of goods. If delivery occurs at the seller's premises, the seller is responsible for loading. If delivery occurs at any other place, the seller is not responsible for unloading.

"Carrier" means any person who, in a contract of carriage, undertakes to perform or to procure the performance of transport by rail, road, air, sea, inland waterway or by a combination of such modes.

If buyer nominates a person other than a carrier to receive the goods, the seller is deemed to have fulfilled his obligation to deliver the goods when they are delivered to that person.

Critical points:

- *Carriage/transportation to be arranged by the buyer or by the seller on the buyers behalf*

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- *Risk transfer from the seller to the buyer when the goods have been delivered to the carrier at the named place.*
- *Cost transfer from the seller to the buyer when the goods have been delivered to the carrier at the named place.*

CIP (Carriage and Insurance Paid To) "Carriage and insurance paid to" means that the seller delivers the goods to the carrier nominated by him but the seller must in addition pay the cost of carriage necessary to bring the goods to the named destination.

This means that the buyer bears all risks and any additional costs occurring after the goods have been so delivered. However, in CIP the seller has to procure insurance against the buyer's risk or loss of or damage to the goods during the carriage. Consequently, the seller contracts for insurance and pays the insurance premium. The buyer should note that under the CIP term the seller is required to obtain insurance only at the minimum cover. Should the buyer wish to have the protection of greater cover, he would need either to agree as much expressly with the seller or to make his own extra insurance arrangements.

"Carrier" means any person who, in a contract of carriage, undertakes to perform or to procure the performance of transport by rail, road, air, sea, inland waterway or by a combination of such modes.

If subsequent carriers are used for the carriage to the agreed destination, the risk passes when the goods have been delivered to the first carrier.

The CIP term requires the seller to clear the goods for export.

Critical Points:

- *Carriage and insurance to be arranged by the seller*
- *Risk transfer from the seller to the buyer when the goods have been delivered to the carrier.*
- *Cost transfer at place of destination, the buyer paying such costs as is not for the seller's account under the contract of carriage.*

DDU (Delivered Duty Unpaid) -"Delivered duty unpaid" means that the seller delivers the goods to the buyer not cleared for import, and not unloaded from any arriving means of transport at the named place of destination. The seller has to bear the costs and risks involved in bringing the goods thereto, other than, where applicable, any "duty" (which term includes the responsibility for and the risk of carrying out customs formalities, and the payment of formalities, customs duties, taxes and other charges) for import in the country of destination. Such "duty" has to be borne by the buyer as well as any costs and risks caused by his failure to clear the goods for import in time

However, if the parties wish to exclude from the seller's obligations some of the costs payable upon import of the goods (such as value-added-tax: VAT), this should be made clear by adding explicit wording to this effect in the contract of sale.

Critical Points:

- *Carriage to be arranged by the seller*

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- *Risk transfer from the seller to the buyer when the goods are placed at the disposal of the buyer*
- *Cost transfer from the seller to the buyer when the goods are placed at the disposal of the buyer*

DDP (Delivered duty paid) "Delivered duty paid" means that the seller delivers the goods to the buyer, cleared for import, and not unloaded from any arriving means of transport at the named place of destination. The seller has to bear all costs and risks involved in bringing the goods thereto including, where applicable, any "duty" (which term includes the responsibility for and the risk of carrying out customs formalities, and the payment of formalities, customs duties, taxes and other charges) for import in the country of destination.

While the EXW term represents the minimum obligation for the seller, DDP represents the maximum obligation.

This term should not be used if the seller is unable directly or indirectly to obtain the import license.

However, if the parties wish the seller to carry out customs formalities and bear the costs and risks resulting there from as well as some of the costs payable upon import of the goods, this should be made clear by adding explicit wording to this effect in the contract of sale.

If parties wish the buyer to bear all risks and costs of the import, the DDU term should be used.

Critical Points:

- *Carriage to be arranged by the seller.*
- *Risk transfer from the seller to the buyer when the goods are placed at the disposal of the buyer*
- *Cost transfer from the seller to the buyer when the goods are placed at the disposal of the buyer*

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