

Service Items

The Service Item Grid is where users add Vendor Services. Click Insert Row for a new record to be added to the grid. With the new record select the Code field and enter the Item to be added. The drop down list will display Items matching what has been entered. Items that have a Vendor Tariff setup will display the Vendor, Ranking, & Currency. You cannot select an Item that does not have a Tariff set up.

The screenshot shows the 'Service Items' grid. At the top, there is a '+ INSERT ROW' button (highlighted with a red box), a 'Cancel changes' button, and a 'Show Cancelled Items' checkbox. Below this is a table with columns: Code, Vendor Name, Use S..., and Sub Contract Vendor. A new row is being added, and the 'Code' field is set to '1014' (highlighted with a red box). A dropdown menu is open, showing a list of items. The first item in the list is '1014 CUSTOMS TONNAGE TAX U.S. CUSTOMS (931) N 100 USD' (highlighted with a red box).

Select the appropriate Item & Vendor for this Service. The item is added to the grid and the Amount is populated.

Repeat the above until all Items have been added to the Grid then Click Save. Note: You may Save as you go.

You must Save your Items before you will be able to edit the Amount. After saving you will be able to click on the Amount, shown below, to open the Line Item Details window.

The screenshot shows the 'Service Items' grid after saving. The 'Cancel changes' button is now disabled. The grid contains one row: 'CUSTOMS TONNAGE TAX (1014) U.S. CUSTOMS (931) \$1,115.58 US Dollar' (the amount is highlighted with a red box). Below the grid is a 'Line Items Details' window. The window has a 'Header - Services/Proforma' section with fields for Vessel File, Description, and Vendor Name. Below this is a 'LINE ITEMS' section with a table showing the details of the selected item.

Tariff It...	Tariff Item Des...	Vendor Item D...	Std...	Remar...	Quant...	Rat...	Rate	Unit	Gross A...	Prin D...	Prin D...	Prin N...	Cur
10910	Tonnage Tax		STD		18.593.00000		\$0.06000	NRT	\$1,115.58	0.00 %	\$0.00	\$1,115.58	null

Cancel Changes button – This button will remove all unsaved items from the Grid.

Delete Selected button – Saved Items only. You may select one or more items using the select checkbox in the left column and click the Delete Selected button. This will remove the selected item(s) from the Service Items Grid. There is not an “Undo” function so be careful when doing this. You cannot delete Service Items that have Workflow Started.