USER GUIDE

CUSTOMS INVOICE

LogTrade

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1 ACTIVATE CUSTOMS INVOICE

1.1 LOGTRADE CONNECT SETUP

Open *LogTrade Connect Setup and choose tab Customs Invoice*. Register setup values according to your company and demands. If you wonder where the values are printed you can easily do a manual customs invoice (see below) to see where the values are printed.

1.2 PRINTER CONTROL

By default, all LogTrade accounts will print the customs invoice if customs data is sent to LogTrade. In LogTrade Connect it is recommended to instead use the internal invoice layout in the LogTrade Connect part of Dynamics NAV. This invoice looks more like the standard documents In Dynamics NAV and can be designed by a developer if anything needs to be changed. It is also possible to design different layouts for different countries and control this with *Report Selections* in Dynamics NAV. To use the Dynamics NAV-layout you have to turn off automatic printing in LogTrade web portal. It is recommended to change *Print Event* to *No Printing*. This is done under Settings for each carrier. See screenshot below.

In *LogTrade Connect Setup* you must specify when the Dynamics NAV Customs Invoice should be printed. This is done in the field *Local Customs Invoice Print*. This setting should normal be the same as when labels and waybills are printed, default *On Prepare*.

1.3 COUNTRIES/REGIONS

Open the setup for *Countries/Regions* and make sure each country within the European Union has country code in the field *EU Country/Region Code.*

1.4 FORWARDERS (CARRIER) AND PRODUCTS

Open the setup for *Forwarders* and choose each forwarder you want to activate customs invoices for. Choose *Products* in the menu. For each product that you want to use customs invoices you open the card for that product and add a checkmark in the field *Allow Customs Invoice.*
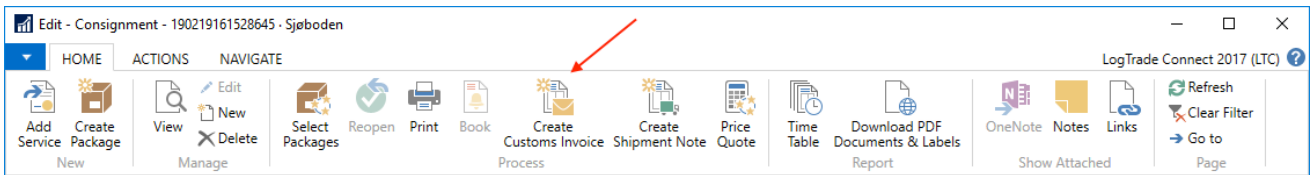

1.5 CREATE CUSTOMS INVOICE

Based on the settings it is possible to create customs invoices fully automatic when a consignment to a non-EU country is made based on the source document/documents. As an alternative the user can trigger the invoice manually by clicking on the button *Create Customs Invoice* which opens a page for the invoice. For example, on a bulk shipment this step is always manual.

It is possible to edit the customs invoice before print if something has to be clarified or is wrong. Example of that could be text lines as information. It is also possible to use different grouping of the lines. By default, the invoice lines are grouped by *Tariff No.* and *Country/Region of Origin Code.*