

2,6  
8<sup>1</sup>/<sub>2</sub>

# USER GUIDE

# CUSTOMS INVOICE

**LogTrade**

2019-11-12





# 1 ACTIVATE CUSTOMS INVOICE

## 1.1 GENERIC

A customs invoice is created based on the shipped items to help the carrier to do customs clearance for your shipment. With correct setup a customs invoice will be generated automatically by collecting information from setup on the items.

## 1.2 DELIVERY SETUP

Open *Delivery 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.

### Customs Invoice

Use Customs Invoice	<input checked="" type="checkbox"/>	Declaration	<input type="text"/>
Invoice Type	Commercial	Signee	James Swanson
Export Type	Permanent	Signee Position	CEO
Reason for Export	Sales	Zero Value Replacement	Item Unit Price

## 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*.

In *Customs Invoice Line Grouping* you must specify how to group items on the customs invoice. The option *Tariff No.* is a grouping which means that all items with the same *Tariff No.* and *Country of Origin Code* will be grouped on one invoice line. Other grouping options are *Tariff No.-Item No.* or *Tariff No.-Item No.-Description* which means that also *Item No.* and maybe *Description* is part of the grouping keys.

If grouping is set based on *Tariff No.-Item No.* you can select which language that should be used as item description on the invoice. This is done by selecting a language in the field *Customs Invoice Item Description Language Code*.

*No. of Customs Free Countries/Regions* shows which countries that does not require a customs invoice for each source country.





COUNTRIES/REGIONS

Search + New Edit List Delete Custom Address Format Open in Excel More options

Code 1	Name	ISO Code	ISO Numeric Code	Address Format	Contact Address Format	Country Name	EJ Country/Re... Code	Intrastat Code	VAT Scheme	Customs Invoice Line Grouping	Customs Invoice Item Description Language Code	No. of Customs Free Countries/reg...
→ AE	United Arab Emirates	AE	784	City+Post C...	After Comp...					Tariff No.		-
AT	Austria	AT	040	Blank Line+...	After Comp...		AT	AT	AT:VAT			27
AU	Australia	AU	036	City+Count...	After Comp...					Tariff No.		-
BE	Belgium	BE	056	Post Code+...	After Comp...		BE	BE	BE:VAT			27
BG	Bulgaria	BG	100	City+Count...	After Comp...		BG	BG	BG:VAT			27
BN	Brunei Darussalam	BN	096	City+Post C...	First					Tariff No. Item No.		-
BR	Brazil	BR	076	City+Post C...	First					Tariff No. Item No. Description		-
CA	Canada	CA	124	City+Post C...	After Comp... Province							-
CH	Switzerland	CH	756	Post Code+...	After Comp...							-
CN	China	CN	156	Post Code+...	First							-
CR	Costa Rica	CR	188	Post Code+...	First							-

## 1.4 CUSTOMS INVOICE DATA

The customs invoice will always be created automatically based on items for the particular shipment and the order/orders it is based on. Below is a sample order with two different items. These items have the same *Tariff No.* but different *Country of Origin Code.*

SALES ORDER

1014 · Sjøboden

Process Release Posting Prepare Order Request Approval Print/Send Navigate Actions Navigate Fewer options

General Show more

Customer Name: Sjøboden Due Date: 2019-11-30

Contact: Flemming Pedersen Requested Delivery Date: [Calendar]

Posting Date: 2019-11-09 External Document No.: [Field]

Order Date: 2019-11-09

Lines Manage More options

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Q.
→ Item	70000	Side Panel	BLUE	2		
Item	70001	Base	BLUE	1		

Subtotal Excl. VAT (NOK) 792,91 Total Excl. VAT (NOK) 792,91

Details Attachments (0)

Sell-to Customer Sales History

0 Ongoing Sales Quotes	0 Ongoing Sales Blanket Orders	2 Ongoing Sales Orders
0 Ongoing Sales Invoices	0 Ongoing Sales Return Orders	0 Ongoing Sales Credit Memos
0 Posted Sales Shipments	0 Posted Sales Invoices	0 Posted Sales Return Receipts
0 Posted Sales Credit Memos		

Customer Details

Customer No. 47586954  
Name Sjøboden  
Phone No.





The items can be found by clicking *Navigate* and then *Items* in the consignment menu.

← CONSIGNMENT ✓ SAVED

## LTC12330023 · Sjøboden

Select Packages Create Package Prepare & Print Add Service Reopen Book Actions **Navigate** Fewer options

Addresses **Items** Consolidated Consignments Linked Split Consignments Free Texts Costs  
 Source Document Linked Items Documents Show in LogTrade Services Instructions Links

Source Document No. .... 1014	Shipment Date ..... 2019-11-09	1	9	0,15
Source Type ..... Customer	Location Code ..... BLUE	Packages	Weight	Volume
Source No. .... 47586954	Shipping Agent Code .... OWN LOG.	0	0	2
Delivery Name ..... Sjøboden	Shipping Agent Service ... STANDARD	Load Meters	Pallet Places	Item Lines
Delivery Address ..... Ytre Sandgt. 13	Shipment Method Code ... DDP	0	0	0
Delivery Post Code ..... NO-1300	Payer ..... Sender	Services	Split consignments	Linked Source Documents
Delivery City ..... Sandvika	Paying Customer No. .... 345678	0	0	0
		Consolidated Consignments		

**Packages Lines** Manage

No. of Packages	Package Description	Goods Type Code	Weight	Packaging Weight	Total Weight	Volume
→ 1	Box	MATERIAL	9		9	0,14

**Statistics**

TRACKING  
 Sent to LogTrade  
 Status  
 Tracking No.

It is possible to edit the item lines before print if something has to be clarified or is wrong but normally that should not be needed. The picture below show the item lines from the example order above.

← LTC12330023 · SJØBODEN ✓ SAVED

## Consignment Items

Search + New Edit List Delete Fetch Items From...ce Document(s) Open in Excel

Item No.	Description	Quantity	Unit of Measure Code	Unit Price (LCY)	Line Discount %	Amount (LCY)	Net Weight	Gross Weight	Volume	Source Document No.	Tariff No.
→ 70000	Side Panel	2	PCS	30,70	20,00	49,12	4,60	5,30	0,08	1014	9403 90 30
70001	Base	1	PCS	40,30	20,00	32,24	2,80	3,22	0,06	1014	9403 90 30

When this consignment is printed a *Customs Invoice* will be printed automatically together with the other transport documents. See example below of a printed *Customs Invoice*. Depending on carrier the invoice data might be sent electronically together with the rest of the consignment data.





<b>Sender:</b> LogTrade Technology AB Marcus Wigren Propellergatan 2 SE-21115 MALMÖ Sweden	Phone: 040-6307206 Fax: 0666-666-6660	<b>Commercial Invoice</b>
<b>Receiver:</b> Sjøboden Flemming Pedersen Ytre Sandgt. 13 NO-1300 Sandvika Norway	Date: 2019-11-09    Waybill Number: 6596644473	
Phone:	Sender's VAT No: SE556659941001	Invoice Number: INV000002
Fax:	Receiver's VAT No:	Shipment Reference: 1014

Full description of goods	Qty	Unit Value	Subtotal Value	Net Weight	Commodity Code	Country of Manufacture/Origin
Furniture, wooden parts	2	239.36	478.72	4,6	9403 90 30	SE
Furniture, wooden parts	1	314.20	314.20	2,8	9403 90 30	DK
<b>Total Declared Value:</b>			792.92 NOK	<b>Total Net Weight:</b>		7,4kg(s)
<b>Total Pieces:</b>			1	<b>Total Gross Weight:</b>		9kg(s)

**Type of Export:** Permanent export      **Currency Code:** NOK  
**Reason for Export:** Sales      **Terms of Delivery:** 021 - DDP Levererat (angiven terminal) förtullat exkl (angiven avgift)  
**Terms of Payment:** Current Month      021  
**Invoice declaration:**

I/We hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.  
The exporter of the products covered by this invoice declares that, except where otherwise clearly indicated, these products are of \_\_\_\_\_ preferential origin.

**Signature:** \_\_\_\_\_  
**Position in Company:** James Swanson  
CEO      **Company Stamp:** \_\_\_\_\_

LogTrade Technology AB      VAT No. SE556659941001      Phone 040-6307206  
Propellergatan 2      Fax 0666-666-6660  
SE-21115 MALMÖ      Reference  
Sweden      Marcus Wigren