



# Infor System21 World Trade

Product Guide

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## About this guide

The purpose of this document is to describe the functions that can be used within the World Trade Module.

## Intended audience

The guide is intended for any users of the WT World Trade business module.

## Related documents

You can find the documents in the [product](#) documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 9.

## Contacting Infor

If you have questions about Infor [products](#), go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from [docs.infor.com](https://docs.infor.com) or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).



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## Chapter 1 Overview

### The World Trade Application

The application has been developed to gather data that you require to produce [Intrastat](#) and [ESL](#) reports.

In World Trade, you attach countries to customers, suppliers and stockrooms. By comparing countries, it is possible to determine whether a particular movement of goods is a home transaction, an EC movement, an export or an import.

World Trade takes base data from the Sales Order Processing and Purchase Management applications and provides the facilities for adding extra data for the EC reporting and export documentation processes.

Extra information about each customer and supplier is required for World Trade. You can maintain this either within World Trade or via Customer Maintenance in Sales Order Processing or Accounts Receivable and in Supplier Maintenance in Accounts Payable.

Enquiry facilities are provided for the basic reference details and to provide access to other relevant applications. These include the Order Summary Enquiry from Purchase Management and the Whole Order Enquiry from Sales Order Processing.

World Trade has a full range of status and management reports.

The World Trade Catch-up facility enables data to be gathered for [Intrastat](#) and [ESL](#) reporting for any movement of goods which occurred before you installed World Trade.

World Trade Utilities provide help with the set up of the application and with database integrity.



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## Chapter 2 Maintenance

### Maintain Country [1/WTM]

Use this task to maintain the country details.

In World Trade, you attach countries to customers, suppliers and stockrooms. By comparing countries, it is possible to determine if a particular movement of goods is a home transaction, an EC movement, an export or an import.

The country details contain different types of information:

- General information about a country, such as the default currency or date format
- [Intrastat mask](#)
- This defines the reporting elements required by this country.
- Country name information, showing how country names are re-defined for [Intrastat](#) and [ESL](#) reporting in different countries
- Information about this company in the country, for example, tax registration details

### Country Parameters Maintenance Selection Window

To display this window, select the Maintain Country task.

Use this window to select the country you want to maintain.

#### **Options**

##### **Amend**

Use this to select the country you want to maintain.

This is the default selection.

##### **Reporting Country Codes**

Use this to maintain the codes for this country, using the [Intrastat](#) Reporting Countries pop-up.

### **Delete**

Use this to delete the country from World Trade.

You must select **Delete (F11)** to confirm the deletion.

### **Functions**

#### **Add Country (F10)**

Use this to add a new country to World Trade.

#### **Position To (F19)**

Use this to move the cursor to a specific country on the list.

Select a country with Amend to display the Country Parameters Maintenance Details window.

## Country Parameters Maintenance Details Window

To display this window, select a country with Amend, or select **Add Country (F10)** on the Country Parameters Maintenance Selection window.

Use this window to enter the tax, currency and basic reporting details for the selected country.

### **Fields**

#### **Country Code**

The country code is displayed. You can enter a description for this country code in the field to the right.

#### **EC Member**

Use this checkbox as follows:

Unchecked - If this country is not a member of the EC

Checked - If this country is a member of the EC

#### **EU Exit Requirements**

This field is used to indicate [Intrastat](#) reporting requirements following exit from the EU:

Enter one of the following:

blank – Not applicable

1 – [Acquisitions](#) only (i.e. Great Britain)

2 – [Acquisitions](#) and [disposals](#) (i.e. Northern Ireland)

#### **EU Exit Date**

This field is used to indicate the movement date from which the EU Exit Requirements apply. This will allow pre-exit movements to be maintained assuming the country code was within EU. It is not used in processing/creation of movements

### Over Dist Sell Threshold

Use this checkbox as follows:

Unchecked - If this company is not over the threshold for EC distance sales in this country

Checked - If this company is over the threshold for EC distance sales in this country

The threshold is a cumulative sales limit to customers not registered for tax in a country, for a 12-month period. You set this field on historic data or forecasts, whether or not sales will exceed this limit. If you will exceed the threshold, the tax charge is determined by the country's tax routine. If you will not exceed the threshold, the tax charge is determined by the company's tax routine.

**Note:** *If a company exceeds the limit, you must check the field for the following two years, regardless of the sales performance over that two-year period.*

### Currency Code

Enter the default currency for this country.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

This currency is used for [ESL](#) and [Intrastat](#) reporting to this country's authorities.

### Tax Registration

Enter the tax registration number of this company in this country.

### Tax Registration Address

Enter the address where this company is registered for tax in this country.

### UK Nature of Transaction

Use this checkbox as follows:

Unchecked - Not to print transaction codes on the [Intrastat](#) report

Checked - To print codes on the [Intrastat](#) report, describing the nature of the transactions

**Note:** *This generates a UK format for reporting, and you must print codes for any country that requires a report in the UK format.*

### Intrastat/ESL Print Code

Select the printer file to use when sending reports to this country's authorities.

Alternatively, use the prompt facility to select from the LPRT [Intrastat/ESL](#) Print Code pop-up.

**Note:** *The entered value is concatenated with WT805PT to define the [Intrastat](#) printer file, and with WT815PT to define the [ESL](#) printer file.*

### Simplify Triangulation

Use this checkbox as follows:

Unchecked - Not to use the simplified triangulation procedure with this country

Checked - To use the simplified triangulation procedure with this country when it is the intermediary for a direct delivery, where the customer, supplier and intermediary are all based in different EC countries

In this case no movements are recorded on the [Intrastat](#) report for the intermediary country, and this country does not need to register for tax or [Intrastat](#) reporting in either the acquiring or disposing country.

### **SOP Declaration**

Enter the additional text to be printed on an invoice when the simplified triangulation procedure applies and the invoice is printed in SOP invoicing.

### **WT SPEX Declaration**

Enter the additional text to be printed on an invoice when the simplified triangulation procedure applies and the invoice is printed in SPEX invoicing.

Alternatively, use the prompt facility to select from the Select Invoice Text 1 pop-up.

## **Functions**

### **More Details (F10)**

Use this to display the More Details pop-up for this country. All the information you enter on this pop-up consists of memo fields, and is used for reporting purposes.

### **Delete (F11)**

Use this to delete the country details. You must then select **Delete (F11)** again to confirm the deletion. This is available only when you are maintaining a country with no other details set up, such as customer or supplier details.

### **Reporting Country Codes (F14)**

Use this to display the [Intrastat](#) Reporting Countries pop-up, where you can maintain the country codes used on the EC reports. This is available only when you maintain a country that has the Collect [Intrastat](#) Data field **checked**. You set this field on the [Intrastat](#) Reporting Selection pop-up.

### **Zero-rated Tax Codes (F15)**

Use this to display the Zero-rated Tax Codes pop-up, where you enter the details that distinguish the selling country for items that do not attract tax.

### **Recipient (F16)**

Use this to maintain the Recipient Party details for the Local.ly LCLTradeStatistics BOD. This is only available in an ION based environment

Press Enter. If you checked the EC Member or set a value EU Exit Requirements field, the [Intrastat](#) Reporting pop-up is displayed.

Otherwise select **Update (F8)** to save the country details.



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## Intrastat Reporting Pop-up

This pop-up is displayed automatically when you press Enter on the Country Parameters Maintenance Details window, providing that the EC Member field is checked or there is a value in the EU Exit Requirements field.

Use this pop-up to specify whether or not you require EC reporting.

### **Fields**

#### **Collect Intrastat Data**

Use this checkbox as follows:

Unchecked - If you do not require EC reporting

Checked - If you do require EC reporting

Press Enter to save your changes. If you checked the Collect [Intrastat](#) Data field, the [Intrastat Reporting Details](#) pop-up is displayed; otherwise, the previous window is re-displayed.

## Intrastat Reporting Details Pop-up

To display this pop-up, check the Collect [Intrastat](#) Data field and then press Enter on the [Intrastat Reporting Selection](#) pop-up.

Use this pop-up to define the format of the EC reports.

### **Fields**

#### **Intrastat Periods**

Enter the number of [Intrastat](#) reports required per year in this country.

#### **ESL Periods**

Enter the number of [ESL](#) reports required per year in this country.

**Note:** Where the EU Exit Requirements is set to 1, the ESL is no longer required so this can be set to 0/blank

**Note:** The following group of fields is known collectively as the [Intrastat mask](#). The [Intrastat mask](#) defines the data that is included in the [Intrastat](#) report for this country.

#### **Ancillary Value**

Use this checkbox as follows:

Unchecked - If you do not need to include the [ancillary value](#) in the [Intrastat](#) returns for this country's authorities

Checked - To include the [ancillary value](#) in the [Intrastat](#) returns

#### **Region of Origin**

Use this checkbox as follows:

Unchecked - If you do not need to include the [region](#)

Checked - To include the [region](#) in the [Intrastat](#) returns

### **Country of Origin**

Use this checkbox as follows:

Unchecked - If you do not need to include the country of origin

Checked - To include the country of origin in the [Intrastat](#) returns

### **Port of Arrival/Despatch**

Use this checkbox as follows:

Unchecked - If you do not need to include the port of [arrival](#) or [despatch](#)

Checked - To include the port of [arrival](#) or [despatch](#) in the [Intrastat](#) returns

### **Port of Transshipment**

Use this checkbox as follows:

Unchecked - If you do not need to include the port of transshipment

Checked - To include the port of transshipment in the [Intrastat](#) returns

### **Statistical Procedure**

Use this checkbox as follows:

Unchecked - If you do not need to include the statistical procedure

Checked - To include the statistical procedure in the [Intrastat](#) returns

### **Commodity Code Description**

Use this checkbox as follows:

Unchecked - If you do not need to include the [commodity code](#) description

Checked - To include the [commodity code](#) description in the [Intrastat](#) returns

### **Siret Number**

Use this checkbox as follows:

Unchecked - If you do not need to include the [Siret number](#)

Checked - To include the [Siret number](#) in the [Intrastat](#) returns

### **Acquisition Letter**

Enter a letter to define [acquisitions](#) for this country, and to distinguish them from [disposals](#).

### **Disposal Letter**

Enter a letter to define [disposals](#) for this country, and to distinguish them from [acquisitions](#).

**Note:** To display the [Intrastat](#) Reporting More Details pop-up, press Enter before selecting **Update (F8)**.

---

Select **Update (F8)** to check for empty mandatory fields and to save your changes. The Country Parameters Maintenance Details window is re-displayed.

## Intrastat Reporting More Details Pop-up

To display this additional pop-up, complete the [Intrastat](#) Reporting Details pop-up and then press Enter.

**Note:** *This pop-up is only displayed if you checked the Non-UK Reporting field in the company profile.*

Use this pop-up to enter the [Intrastat](#) and [ESL](#) non-UK reporting header information.

### **Fields**

#### **Nature of Transaction Length**

Select the length of the transaction code, either 1 or 2 characters, to be included in the [Intrastat](#) report for this country.

#### **Contact Name**

Enter the name of your contact for [Intrastat](#) and [ESL](#) reporting purposes.

#### **Telephone Number**

Enter the telephone number of your contact.

#### **Fax Number**

Enter the contact's fax number.

#### **Name of Signatory**

Enter the name of the person responsible for the EC reports.

#### **Place of Signatory**

Enter the location of the person responsible.

#### **Third Party Name**

Enter the name of a third party, if applicable.

#### **Third Party Address**

Enter the address and postcode of the third party, using up to six lines.

#### **Intrastat Office Code**

Enter the [Intrastat](#) code for your office.

### **Functions**

#### **Statistical Value Rules (F14)**

Use this to specify value percentages at different levels of cost detail. The Statistical Value Rules window is displayed.

Press Enter and then select **Update (F8)** to save the details and return to the Country Parameters Maintenance Details window.

## Statistical Value Rules Window

To display this window, select Statistical **Value Rules (F14)** on the [Intrastat](#) Reporting More Details pop-up.

Use this window to add or amend statistical percentages for each of your [terms of delivery](#). For [acquisitions](#) and [disposals](#) the statistical value is re-calculated in the verification routine.

If you do not add statistical rules, the invoice value is used as the statistical value, unless an [ancillary value](#) exists on the purchase or sales order override, in which case that value is used.

### **Options**

#### **Amend**

Use this to select a delivery term item in order to amend the percentage displayed.

This is the default selection.

#### **Delete**

Use this to exclude the delivery term item from the statistical calculation.

### **Functions**

#### **Add Rule (F10)**

Use this to add a new rule. The Statistical Value Rules Details window will be displayed.

Select a rule with Amend to display the Statistical Value Rules Details window.

Alternatively, select **Add Rule (F10)**.

## Statistical Value Rules Details Window

To display this window, either select Amend against a rule or **select Add Rule (F10)** on the Statistical Value Rules window.

Use this window to add your rules for calculating the statistical value of a delivery term. You can create each rule for a selected country's [acquisitions](#) or [disposals](#). The rule can be for an individual customer or supplier, or for all customers in a country or [region](#).

The value rule displays the selected level of all [acquisitions](#) or [disposals](#) for the country that you are reporting or for a higher level of country or [region](#) of origin, or for an individual customer or supplier. The value rule is used in the verification routine.

**Note:** *If you do not add a rule, the invoice value is used as the statistical value.*

**Note:** *If you are amending an existing rule, you can change only the Percentage field.*

---

## **Fields**

### **Terms of Delivery**

Select a term of delivery.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

### **Acquisition/Disposal**

Select one of the following:

Acq (1) - To apply the statistical percentage to [acquisitions](#) only

Dis (2) - To apply the statistical percentage to [disposals](#) only

Alternatively, leave this field blank to apply the statistical percentage to both [acquisitions](#) and [disposals](#).

### **Country of Origin**

Enter a country to which the statistical percentage will be applied.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Leave this field blank if you want to use the same percentage for all countries.

### **Region of Origin**

Select a [region](#) to which the statistical percentage will be applied.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

If you leave this field blank, the same percentage will be applied to all [regions](#).

### **Customer/Supplier**

If you entered **Acq** in the [Acquisition/Disposal](#) field, and you want to apply the statistical percentage calculation at individual supplier level, enter the supplier name and address code. Otherwise leave the field blank to apply the same percentage to all suppliers.

You can use the prompt facility to select from the Supplier Search pop-up.

If you entered **Dis** in the [Acquisition/Disposal](#) field, and you want to apply the statistical percentage calculation at individual customer level, enter the customer name and address code. Otherwise leave the field blank to apply the same percentage to all customers.

You can use the prompt facility to select from the Customer Scan pop-up.

### **Percentage**

Enter the percentage of the value to be applied for the level displayed.

The percentage is used in the verification routine as follows:

Ancillary Price x Movement Quantity x Percentage = Statistical Value

Press Enter to confirm the details and then select **Update (F8)** to save your changes.

## More Details Pop-up

To display this pop-up, select **More Details (F10)** on the Country Parameters Maintenance Details window.

Use this pop-up to enter the memo details used for reporting.

### **Fields**

#### **Date Format**

Select one of the following:

DD/MM/YYYY - To display the date as Day, Month, Year

MM/DD/YYYY - To display the date as Month, Day, Year

YYYY/MM/DD - To display the date as Year, Month, Day

#### **Address Format**

Enter the format to use for the address.

Alternatively, use the prompt facility to select from the ADFM Address Format pop-up.

#### **Bank Code Format**

Select the bank code format to use for this country.

Alternatively, use the prompt facility to select from the BCFM Bank Code Format pop-up.

#### **Primary Language**

Select the primary language for this country.

Alternatively, use the prompt facility to select from the LGCD Language Code pop-up.

This is the language in which the [Intrastat](#) and [ESL](#) reports are printed.

#### **Character Set**

Select the character set for this country.

Alternatively, use the prompt facility to select from the CHST Character Set pop-up.

#### **Numbers as Words**

Use this checkbox as follows:

Unchecked - To print the numbers as numbers on external documentation

Checked - To print the numbers as words on external documentation

#### **Local.ly Reporting**

*ION only*

Use this checkbox as follows:

Unchecked - If no LSPTradeStatistics BOD is to be generated when reporting [Intrastat](#) and [ESL](#)

Checked - If an LSPTradeStatistics BOD is to be generated when reporting [Intrastat](#) and [ESL](#)

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The field is only shown if the Local.ly component is active in the ION Adapter company map

### **Bank Code Check Digit**

Use this checkbox as follows:

Unchecked - If the bank code does not include a check digit

Checked - If the bank code includes a check digit

### **Tax Code Check Digit**

Use this checkbox as follows:

Unchecked - If the tax code does not include a check digit

Checked - If the tax code includes a check digit

### **Main/Other Form Length**

Enter the length of the main and secondary forms, expressed in number of lines.

### **Analysis Codes**

These are memo fields and are user-defined.

Press Enter to save your changes and to return to the Country Parameters Maintenance Details window.

## Intrastat Reporting Country Codes Pop-up

To display this window, either select a country with Reporting Country Codes on the Country Parameters Maintenance Selection window, or select **Reporting Country Codes (F14)** on the Country Parameters Maintenance Details window.

Use this pop-up to create a table of the country codes that you will enter on the EC reports produced for this country. You must enter the codes defined by the government of the country being maintained. You can use different codes for the [Intrastat](#) and [ESL](#) reports.

### **Fields**

#### **Intrastat**

For the country you are maintaining, enter the code that will be printed on the [Intrastat](#) report.

#### **ESL**

For the country you are maintaining, enter the code that will be printed on the [ESL](#) report.

**Note:** *These codes are specific to the country being maintained and appear only on reports submitted to the authorities of this country.*

Select **Update (F8)** to save your changes and to return to the previous window.

## Zero-Rated Tax Codes Pop-up

To display this pop-up, select **Zero-Rated Tax Codes (F15)** on the Country Parameters Maintenance Details window.

Use this pop-up to enter updates to codes used for zero-rated tax movements.

### **Fields**

All of the following fields have a prompt facility, which will allow you to select from the Tax Code Selection pop-up.

### **Accounts Payable Tax Updates**

#### **Purchase Triangulation Tax Code**

Enter or select the tax code to use for all purchases in this country where you use simplified triangulation for zero-rated tax goods.

#### **Import Tax Code**

Enter or select the tax code to be used to update Accounts Payable for zero-rated goods imported into this country.

### **Accounts Receivable Tax Updates**

#### **EU Zero-rated Tax Code**

Enter or select the tax code to use for all goods bought within the EU which have zero-rated tax.

#### **Export Tax Code**

Enter or select the tax code to use in Accounts Receivable for all goods with zero-rated tax to be exported from this country.

Press Enter to save the information. The [Intrastat](#) Reporting pop-up is displayed.

## Maintain Period [2/WTM]

Use this task to define the time span covered by the [Intrastat](#) and [ESL](#) reports.

You define these periods for calendars previously defined in the Inventory Descriptions file.

## Period Maintenance Selection Window

To display this window, select the Maintain Period task.

Use this window to select the calendar and country for which you want to maintain period details.

### **Fields**



### Calendar Code

Enter a calendar code.

Alternatively, use the prompt facility to select from the CALT Calendar Type pop-up.

### Country Code

You should only complete this field if the Percentage/Value field in the Inventory description of the calendar is set to **P**. This means the calendar varies by country.

Enter a valid country code.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Press Enter to validate the data and display the Period Maintenance window.

## Period Maintenance Window

To display this window, enter or select a calendar and country and then press Enter on the Period Maintenance Selection window.

The period numbers are generated automatically according to the following rules:

- Calendars 001 and 002: the number of periods in each year is determined from the values entered on the country profiles for [Intrastat](#) and [ESL](#) periods.
- Other calendars: the number of periods in each year is determined from the value entered in the rate field within the calendar description. If no value is specified, the default is 12.

### Fields

#### End Date

Enter or select the end date for the period, using the DDMMYYYY date format. Start dates are calculated automatically.

Select **Update (F8)** to save any changes and to return to the previous window.

## Maintain Stockroom Maintenance [3/WTM]

Use this task to define the stockroom, country code, [region](#) code and customer code for distribution orders.

**Note:** *You define the stockrooms using Inventory Management.*

## Define Stockroom Details Selection Window

To display this window, select the Maintain Stockroom task.

Use this window to select the stockroom you want to maintain.

Select a stockroom to display the Define Stockroom Details window.

## Define Stockroom Details Window

To display this window, select a stockroom on the Define Stockroom Details Selection window.

Use this window to enter the stockroom details.

### **Fields**

#### **Country**

Enter the country in which the stockroom is located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

#### **Region**

Enter the [region](#) in which this stockroom is located.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

#### **Internal Customer**

Enter the customer to use for a distribution order with this stockroom as the destination.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

**Note:** *The internal customer must be a Sales Order Processing customer with a delivery sequence of 001.*

Press Enter to save your changes and to return to the previous window.

## Select Country pop-up

This pop-up displayed when prompting on a country in World Trade:

### **Fields**

#### **Search string**

Optional, enter a string to search either the list of Countries or list of Descriptions. Search is not case sensitive.

### **Options**

**Code Search (F6)**

Use this to search the list of Country Codes, the results will be ordered by Code, first in sequence shown at the top of the page.

**Desc. Search (F7)**

Use this to search the list of Descriptions, the results will be ordered by Description, first in sequence shown at the top of the page.

## Maintain Item [4/WTM]

Use this task to enter extra details about an item to be used for EC reporting and export documentation.

**Note:** All items used must exist in Inventory Management, in the Inventory Item Master file.

## Item Trade Details Selection Window

To display this window, select the Maintain Item task.

Use this window to select the item you want to maintain.

**Fields****Item**

Enter the item for which you want to maintain World Trade details.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to check that the item is valid and to display the Item Trade Details window.

## Item Trade Details Window

To display this window, enter or select an item and then press Enter on the Item Trade Details Selection window.

Use this window to enter the details for the selected item.

**Fields****Commodity Code**

Enter the harmonised [commodity code](#) for the selected item.

Alternatively, use the prompt facility to select from the TAR EEC Tariffs pop-up.

The first eight digits are included on the [Intrastat](#) report. The remaining digits provide information for exports outside the EC and [CAP](#) details.

### **Other Class 1**

Enter the Other Class 1 for this [product](#).

For hazardous goods, enter UN followed by the UN number.

**Note:** *When you perform allocation in the export documentation software, the key to the goods file is Other Class 1 concatenated with Other Class 2.*

### **Other Class 2**

Enter the Other Class 2 for this [product](#).

For hazardous goods, enter the flash point.

**Caution:** Do not use spaces in the Other Class 1 and 2 fields.

### **Commodity Type**

Enter the [commodity type](#) for this item.

This type determines for each type of transaction whether reporting occurs on the [ESL](#) and [Intrastat](#), and what tax accruals occur.

If an item has no World Trade details, the default is **1** (Standard Item).

### **Country of Origin**

Enter the country of origin for this item.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This does not need to be the supplier's country.

### **Issue UoM to Net Kilos**

Enter the mass of the goods, net of packaging, in kilograms per item master issue unit.

This is required for the [Intrastat](#).

### **Issue UoM to Gross Kilos**

Enter the gross mass of the goods, inclusive of packaging, in kilograms per item master issue unit.

This may be used in export documentation.

### **2nd Quantity UoM**

Enter a second unit of measure for the goods if one is required for the specified [commodity code](#).

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

If entered, you must complete the Issue UoM to 2nd quantity UoM field.

### **Issue UoM to 2nd Quantity UoM**

Enter the number by which the issue unit is multiplied to give the quantity in the second unit of measure.

### **Issue UoM Cubic Metres**

Enter the volume of the goods, in cubic metres, per inventory item issue unit.

This may be used in export documentation.

### **Customs and Excise Price**

Enter the value of the goods to be used for the purpose of tax and [Intrastat](#) reporting purposes if no invoice or order value is available.

The value should be in the currency of the Inventory Management company. If this field is blank, the inventory cost is used.

### **Ancillary Price**

Enter the ancillary price to use when calculating the [ancillary value](#) for some EC countries.

This is used with the statistical value percentage entered for the country.

**Note:** This field is displayed if you use [Intrastat](#) and [ESL Requirements for Additional EEC Countries](#).

### **Packing Instructions**

Enter the packing instructions that will be printed on any export documentation.

## **Functions**

### **Country Tax Codes (F13)**

Use this to enter the tax codes for selected countries, using the Item/Country Tax Code Maintenance pop-up.

Press Enter to complete the details and to return to the Item Trade Details Selection window.

## **Item/Country Tax Code Maintenance Pop-up**

To display this pop-up, select **Country Tax Codes (F13)** on the Item Trade Details window.

Use this pop-up to enter the tax codes that will apply if an item is sold domestically in the selected country. This information is used to determine the correct tax code in Sales Order Processing, Invoicing and Purchase Management Invoice Matching routines.

### **Options**

#### **Amend**

Use this to maintain the country tax code, using the fields at the bottom of the pop-up.

This is the default selection.

#### **Delete**

Use this to delete a tax code.

Select **Delete (F11)** to confirm deletion.

### **Fields**

#### **Country**

The country code is displayed, if one exists.

Otherwise, enter a country code to define a new country or use the prompt facility to select from the Select Country pop-up.

#### **Tax**

Enter the tax code to apply to this item in the selected country.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

Press Enter to accept each line and then select **Update (F8)** to update the details and to return to the previous window.

## Maintain Customer [5/WTM]

Use this task to define the customer attributes required for EC Reporting and export documentation.

These attributes centre on gathering extra information about each customer delivery point. You can maintain this from World Trade or from Customer Maintenance in Sales Order Processing, or from Accounts Receivable.

World Trade uses this information to identify whether the transaction is a domestic, EC or non-EC movement.

## Customer Trade Details Selection Window

To display this window, select the Maintain Customer task.

Use this window to select the customer you want to maintain.

### **Fields**

#### **Customer**

Enter the customer account and delivery sequence number.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Press Enter to display the Maintain Customer Trade Details pop-up.

---

## Maintain Customer Trade Details Pop-up

To display this pop-up, enter or select a customer and then press Enter on the Customer Trade Details Selection window.

Use this window to define the basic contract terms for this customer. These are the defaults for the specific customer address, but you can override them at order level.

### **Fields**

#### **Country**

Enter the appropriate country code for the country of the customer's address.

Alternatively, use the prompt facility to select from the Select Country pop-up.

***Note:** If this is a delivery address, you do not need to complete the following fields, provided that they are the same as those in the statement address.*

#### **Region**

Enter a [region](#) for the customer.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

#### **Tax Country**

Enter the country where this customer is registered for tax.

Alternatively, use the prompt facility to select from the Select Country pop-up.

#### **Tax Registration**

Enter the customer's tax registration number in the specified country.

#### **Terms of Delivery**

Enter the [terms of delivery](#).

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

This defaults from the Customer Master file.

Enter **1** or **2** in the fourth digit if you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries, that is, if Non-UK Reporting in the company profile is set to **1**.

#### **Port of Despatch**

Enter the default port of [despatch](#) for this customer.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

#### **Port of Transhipment**

Enter the default port of transhipment for this customer.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

#### **Statistical Procedure**

Enter the default statistical procedure for this customer.

### **Siret Number**

Enter the [Siret number](#) for this customer.

This is a requirement for the French authorities.

### **Functions**

#### **Export Details (F13)**

If you need export documentation for this address, use this to maintain the export details.

Press Enter to save any changes and to return to the previous window.

## Export Details Maintenance Pop-up

To display this pop-up, select **Export Details (F13)** on the Maintain Customer Trade Details pop-up.

Use this pop-up to enter the information required for export documentation.

### **Fields**

#### **Place of Delivery**

Enter the default place of delivery for this customer.

Alternatively, use the prompt facility to select from the PLDL Place of Delivery pop-up.

#### **Marks**

Enter the default marks for this customer.

This is free-format text used to describe the contents of the goods being exported.

### **Functions**

#### **Export Address Detail (F13)**

Use this to maintain further details for the export documentation. The Export Address Details Maintenance pop-up is displayed.

Press Enter to save your changes and to return to the previous window.

## Export Address Details Maintenance Pop-up

To display this pop-up, select **Export Address Details (F13)** on the Export Details Maintenance pop-up.

Use this window to enter further information for export documentation. This information can be included automatically on the relevant shipping windows, using the autoload facility within World Trade SPEX.

### **Fields**



---

**Note:** *The data you enter here must be set up in the World Trade SPEX master files.*

**Exporter**

Enter the default exporter for this customer.

Alternatively, use the prompt facility to select from the Select Exporter Address pop-up.

**Export Cargo Shipping Instructions**

Enter the default export cargo shipping instructions for this customer.

Alternatively, use the prompt facility to select from the Select Export Cargo Shipping Instr. pop-up.

**Bank**

Enter the default bank for this customer.

Alternatively, use the prompt facility to select from the Select Bank Address pop-up.

**Bill of Exchange Information**

Enter the default bill of exchange information for this customer.

Alternatively, use the prompt facility to select from the Select Bill of Exchange Information pop-up.

**Other**

Enter an alternative address for this customer.

Alternatively, use the prompt facility to select from the Select Other Address pop-up.

**Notify Party 1**

Enter the first person to notify when paying by letter of credit.

Alternatively, use the prompt facility to select from the Select Notify 1 Party Address pop-up.

**Forwarder**

Enter the default forwarder for this customer.

Alternatively, use the prompt facility to select from the Select Forwarder Address pop-up.

**Notify Party 2**

Enter the second person to notify when paying by letter of credit.

Alternatively, use the prompt facility to select from the Select Notify 2 Party Address pop-up.

**Declarant**

Enter the default declarant for this customer.

Alternatively, use the prompt facility to select from the Select Declarant Address pop-up.

**Invoice Text 1**

Enter the first piece of default invoice text for this customer.

Alternatively, use the prompt facility to select from the Select Invoice Text 1 pop-up.

### **Principal**

Enter the default principal for this customer.

Alternatively, use the prompt facility to select from the Select Principal Address pop-up.

### **Invoice Text 2**

Enter the second piece of default invoice text for this customer.

Alternatively, use the prompt facility to select from the Select Invoice Text 2 pop-up.

### **Carrier**

Enter the default carrier for this customer.

Alternatively, use the prompt facility to select from the Select Carrier Address pop-up.

### **Transit Point**

Enter the default transit point for this customer.

Alternatively, use the prompt facility to select from the Select Transit Point Address pop-up.

### **Signatory**

Enter the default signatory for this customer.

Alternatively, use the prompt facility to select from the Select Signatory pop-up.

### **Terms of Payment**

Enter the default terms of payment for this customer.

Alternatively, use the prompt facility to select from the Select Terms of Payment pop-up.

### **Autorun**

If your version of SPEX supports documentation prior to [despatch](#), you can assign autorun codes at customer level. The autorun code assigned to the customer is carried onto each shipment when you create it.

### **Country of Despatch**

Enter the default country of [despatch](#) for this customer.

Alternatively, use the prompt facility to select from the Select Country pop-up.

You define these countries within World Trade.

**Note:** This value is not used when determining from and to countries for EC reporting purposes, nor in determining whether or not to create a shipment.

Press Enter to update the details and to return to the previous window.

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## Maintain Supplier [6/WTM]

Use this task to define the supplier attributes required for EC reporting.

You can also maintain these details by using Supplier Maintenance in Accounts Payable.

World Trade uses this information to determine whether the transaction is a domestic, EC, or non-EC movement.

## Supplier Trade Details Window

To display this window, select the Maintain Supplier task.

Use this window to select the supplier you want to maintain.

### **Fields**

#### **Supplier**

Enter the supplier's name and address.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Press Enter to display the Maintain Supplier Trade Details pop-up.

## Maintain Supplier Trade Details Pop-up

To display this pop-up, enter or select a supplier and then press Enter on the Supplier Trade Details window.

Use this pop-up to enter trade details for the selected supplier.

### **Fields**

#### **Country**

Enter the appropriate country code for the country of the supplier's address.

Alternatively, use the prompt facility to select from the Select Country pop-up.

**Note:** *If this is a delivery address, you do not need to complete the following fields, provided that the information is the same as in the statement address.*

#### **Region**

Enter a [region](#) for the supplier.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

#### **Tax Country**

Enter the country where this supplier is registered for tax.

Alternatively, use the prompt facility to select from the Select Country pop-up.

**Note:** This field is displayed if the Non-UK Reporting field is checked in the company profile.

### **Tax Registration**

Enter the supplier's tax registration number in the specified country.

**Note:** This field is displayed if the Non-UK Reporting field is checked in the company profile.

### **Terms of Delivery**

Enter the [terms of delivery](#).

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

Enter **1** or **2** in the fourth digit if you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries.

### **Port of Arrival**

Enter the default port of [arrival](#) for this supplier.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### **Port of Transshipment**

Enter the default port of transshipment for this supplier.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### **Statistical Procedure**

Enter the default statistical procedure for this supplier.

### **Siret Number**

Enter the [Siret number](#) for this supplier.

This is a requirement for the French authorities.

Press Enter to save your changes and return to the previous window.

## Maintain Charge Codes [7/WTM]

Use this task to enter the tax code that applies if you add a charge to a domestic [despatch](#) in the selected country. This information is used to determine the correct tax code in Sales Order Processing invoicing.

## Charge Codes/Country Tax Code Maintenance Window

To display this window, select the Maintain Charge Codes task.

Use this window to select the charge code to be maintained.

### **Fields**

#### **Charge Code**

Enter the charge code to maintain.

Alternatively, use the prompt facility to select from the SUNC Miscellaneous Charge Codes pop-up.

Press Enter to validate the charge code. The Charge Codes Tax Code Maintenance pop-up is displayed.

## Charge Codes Tax Code Maintenance Pop-up

To display this pop-up, enter or select a charge code and then press Enter on the Charge Codes/Country Tax Code Maintenance window.

Use this pop-up to select and maintain the country tax code.

### **Options**

#### **Amend**

Use this to select a country tax code to maintain.

The selected country and tax code are displayed in the lower part of the pop-up for you to amend.

This is the default selection.

#### **Delete**

Use this to delete a country tax code.

### **Fields**

#### **Country**

Enter a country for which tax codes must be defined.

Alternatively, use the prompt facility to select from the Select Country pop-up.

#### **Tax Code**

Enter the tax code to apply for this country.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

Press Enter to confirm the change made to each individual line and then select **Update (F8)** to save all changes and leave the task.

## Maintain Service Branch [8/WTM]

Use this task to define the branch country code for service.

## Define Branch Details Selection Screen

To display this window, select the Maintain Branch task

Use this window to select the branch you want to maintain.

Select a Branch to display the Define Branch Details window

## Define Branch Details Screen

To display this window, select a branch on the Define Branch Details Selection window.

Use this window to enter branch details.

### **Fields**

#### **Country**

Enter the country in which the branch is located

Alternatively, use the prompt facility to select from the Select Country pop-up

Press Enter to save your changes and to return to the previous window

## Maintain EQ Branch [9/WTM]

This is a new menu option.

Use this task to define the branch country code for EQ.

## Define EQ Branch Details Selection Window

To display this window, select the Maintain EQ Branch task

Use this window to select the branch you want to maintain.

Select a Branch to display the Define EQ Branch Details window

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## Define EQ Branch Details Screen

To display this window, select a branch on the Define EQ Branch Details Selection window.

Use this window to enter branch details.

### **Fields**

#### **Country**

Enter the country in which the branch is located

Alternatively, use the prompt facility to select from the Select Country pop-up

Press Enter to save your changes and to return to the previous window

## Item Mass Maintenance [11/WTM]

Use this task to update trade details across a range of items.

Item mass maintenance is a two-phase process. You define the items that you want to maintain by entering ranges of various attributes. Then you set the defaults for the selected items. A batch job performs the file updates.

The selections are all mutually inclusive. For example, if you enter a range of item numbers and item types, the selected items satisfy both the item number and item type restrictions.

## Item Mass Maintenance Selection Criteria Window

To display this window, select the Item Mass Maintenance task.

Use this window to select the item and attribute range to maintain.

### **Fields**

#### **Item From/To**

Enter the start and end items in the range.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Note:** *If you enter an Item range, you cannot enter an item mask.*

#### **Item Mask**

Use a mask to select items by specifying either the required character or \_ and \* as wildcards.

You must enter all 15 characters.

For example,   A  B           selects any item with A as the third character and B as the sixth character; 1\* selects any item with a 1 in it; and 1           selects only those that begin with a 1.

**Note:** You can also enter ranges of item classifications to further define the selection.

**Note:** Specify a From field, and leave the To field blank, to maintain a range of items starting from, and including, the From item through to the last item in the file. If you specify a To field without a From field, the job maintains a range of items from the start of the file through to, and including, the specified To item.

**Note:** Example; if the file contains items AA to AZ, and item classes A to E, and you enter From item AQ and To item class B, you will select all items from AQ to AZ which have an item class A or B.

### **Item Type From/To**

Enter a range of item types.

Alternatively, use the prompt facility to select from the PTYP Item Type pop-up.

### **Item Class From/To**

Enter a range of item classes.

Alternatively, use the prompt facility to select from the PCLS Item Class pop-up.

### **Major Group From/To**

Enter a range of item major groups.

Alternatively, use the prompt facility to select from the PGMJ Item Group - Major pop-up.

### **Minor Group From/To**

Enter a range of item minor groups.

Alternatively, use the prompt facility to select from the PGMN Item Group - Minor pop-up.

### **Division From/To**

Enter a range of divisions.

Alternatively, use the prompt facility to select from the DIVN Inventory [Product](#) Division pop-up.

### **Sub Division From/To**

Enter a range of sub divisions.

Alternatively, use the prompt facility to select from the SDIV Inventory [Product](#) Sub-division pop-up.

### **Issue Unit From/To**

Enter a range of issue units.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

Press Enter to display the Item Mass Maintenance Map to Fields window.



## Item Mass Maintenance Map to Fields Window

To display this window, enter the selection criteria and then press Enter on the Item Mass Maintenance Selection Criteria window.

Use this window to enter default field contents for the items selected on the first window.

**Note:** *If you leave a field blank, it is not changed in the records to be updated.*

### **Fields**

#### **Commodity Code**

Enter the harmonised [commodity code](#) for the selected items.

Alternatively, use the prompt facility to select from the TAR EEC Tariff pop-up.

The first eight digits are included on the [Intrastat](#) report. Use the remaining digits to enter the full information for exports outside the EC and for [CAP](#) details.

#### **Other Class 1**

Enter the Other Class 1 for this [product](#).

For hazardous goods enter UN concatenated with the UN number.

**Note:** *When performing allocation in the export documentation software, the key to the goods file is formed from Other Class 1 concatenated with Other Class 2.*

#### **Other Class 2**

Enter the Other Class 2 for this [product](#).

For hazardous goods enter the flash point.

**Caution:** Do not use spaces in Other Class 1 or 2 fields.

#### **Commodity Type**

Enter the [commodity type](#) for this item.

This type determines for each type of transaction whether or not reporting occurs on the [ESL](#) and [Intrastat](#), and what tax accruals occur.

#### **Country of Origin**

Enter the country of origin or original manufacturer for this item.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This does not need to be the same as the supplier's country.

#### **Issue UoM to Net Kilos**

Enter the net mass of the goods, exclusive of packaging, in kilograms per issue unit.

Leave the field as **0** unless you want to update the value in existing records.

### **Issue UoM to Gross Kilos**

Enter the gross mass of the goods; that is, the mass with packaging, in kilograms, for the issue unit.

Leave the field as **0** unless you want to update the value in existing records.

### **2nd Quantity UoM**

If required for the specified [commodity code](#), enter a second unit of measure for the goods.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

If you complete this field, you must complete the Issue UoM to 2nd Quantity field.

### **Issue UoM to 2nd Quantity**

Enter the number by which the issue unit, as defined on the inventory item, is multiplied to give the quantity in the second unit of measure.

Leave the field as **0** unless you want to update the value in existing records.

### **Issue UoM Cubic Metres**

Enter the volume of the goods, in cubic metres per inventory item issue unit.

Leave this field as **0** unless you want to update the value in existing records.

### **Customs and Excise Price**

Enter the price per issue unit of the goods for tax and [Intrastat](#) purposes, if no invoice or order value is available.

The value should be in the currency of the Inventory Management company. If no value is entered, the inventory cost is used.

Leave the field as **0** unless you want to update the value in existing records.

### **Ancillary Price**

Enter the ancillary price used to calculate the [ancillary value](#) required by some EEC countries.

This is used in conjunction with the statistical value percentage entered for the country.

**Note:** This field is displayed if you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries.

### **Packing Instructions**

Enter the packing instructions to print on any export documentation.

This field is for reference only.

## **Functions**

### **Country Tax Codes (F13)**

Use this to enter the tax codes that apply to items sold domestically within the selected country.

**Note:** An Item Mass Maintenance Audit report is created by the batch update job. Use this to verify your selection criteria and the changes made to the values in selected fields.

---

Select **Submit Job (F8)** to submit the batch job to update item details.

## Item Mass Maintenance Country Tax Codes Pop-up

To display this pop-up, select **Country Vat Codes (F13)** on the Item Mass Maintenance Map to Fields window.

Use this pop-up to select the tax code for the items being maintained.

### **Fields**

#### **Tax**

Enter the tax code for the items if they are sold domestically in the selected country.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

This information is used to determine the correct tax code in the Sales Order Processing Invoicing and Purchase Management Invoice Matching functions.

Select **Update (F8)** to save your changes and to return to the previous window.

## Customer Mass Maintenance [12/WTM]

Use this task to maintain a range of customer delivery addresses in the same session.

The mass maintenance of customer details is a two-stage process:

- First, you specify the fields you want to maintain in the session and set up default values for certain fields.
- Then you define the customers you want to maintain and specify whether you want to override any of the defaults that you set up.

## Customer Details Quick Entry Session Defaults Window

To display this window, select the Customer Mass Maintenance task.

Use this window to define the fields you want to maintain and to set up certain default values.

### **Fields**

**Note:** Enter \* in any field to specify that the current value of this field should not be changed for any existing World Trade customer master records.

#### **Country**

Enter the default country in which customers are located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### **Region**

Select a [region](#) associated with the customers.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

**Note:** *This field is only displayed if you checked the Non-UK Reporting field in your company profile. This indicates that you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries.*

### **Terms of Delivery**

Enter the default [terms of delivery](#) for customers.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

If you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on [terms of delivery](#).

### **Dsp**

Use the checkbox alongside each of the remaining fields as follows:

Unchecked - Not to display this field on the next window

Checked - To display this field on the next window so that you can maintain it

You must then enter the default value.

### **Port of Despatch**

Enter the default port of [despatch](#) for customers.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### **Port of Transshipment**

Enter the default port of transshipment for customers.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### **Statistical Procedure**

Enter the default statistical procedure for customers.

### **Siret Number**

If you need to maintain the details of a customer with a number of delivery addresses, enter the default [Siret number](#) for the customer.

This is a requirement for the French authorities.

Press Enter to display the Customer Details Quick Entry Detail window.

## Customer Details Quick Entry Detail Window

To display this window, press Enter on the Customer Details Quick Entry Session Defaults window.

---

Use this window to override defaults for selected customers.

### **Fields**

#### **Customer**

Enter the customer's account number.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

#### **Seq**

Enter the delivery sequence number.

**Note:** Enter \* in any of the following fields to specify that the current value of this field should not be changed for any existing World Trade customer master records.

**Note:** If this is a delivery address, and is in the same country as the statement address, there is no need to re-enter the following fields.

#### **Cty**

Enter the country where this customer's address is located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

You do not need to enter this for a delivery address.

#### **Region**

Enter the [region](#) of this address.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

#### **Tax Cty**

Enter the country in which this customer is registered for tax purposes.

Alternatively, use the prompt facility to select from the Select Country pop-up.

#### **Tax Registration**

Enter the customer's tax registration in the specified country.

#### **Trm Del**

Enter the default [terms of delivery](#) for this customer.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

If you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on [terms of delivery](#).

#### **Port Desp**

Enter the default port of [despatch](#) for this customer.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

#### **Port Tran**

Enter the default port of transshipment for this customer.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### **Statistical Procedure**

Enter the default statistical procedure for this customer.

### **Siret Number**

Enter the customer's [Siret number](#).

This is a requirement for the French authorities.

## **Functions**

### **Restart (F15)**

Use this to return to the first window and re-start the customer mass maintenance procedure.

Select **Update (F8)** to save your changes and leave the task.

## Supplier Mass Maintenance [13/WTM]

Use this task to maintain a range of suppliers in the same session.

The mass maintenance of supplier details is a two-stage process.

- First, define the fields you want to maintain and set up default values for certain fields.
- Then define the suppliers and specify any defaults that you want to override.

## Supplier Details Quick Entry Session Defaults Window

To display this window, select the Supplier Mass Maintenance task.

Use this window to select the fields to maintain and to set up certain default values.

### **Fields**

***Note:** Enter \* in any of the following fields to specify that the current value of this field should not be changed for any existing World Trade supplier master records.*

### **Country**

Enter the default country in which the suppliers are located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### **Region**

Select a [region](#) associated with the suppliers.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

---

**Note:** This field is displayed only if the Non-UK Reporting field is checked in your company profile, to indicate that you use [Intrastat](#) and [ESL](#) requirements for additional EEC Countries.

### Terms of Delivery

Enter the default [terms of delivery](#) for suppliers to be maintained.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

If you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on [terms of delivery](#).

### Dsp

Use the checkbox alongside each of the remaining fields as follows:

Unchecked - Not to display this field on the next window

Checked - To display this field on the next window so that you can maintain it

You must then enter the default value.

### Port of Arrival

Enter the default port of [arrival](#) for suppliers maintained in this session.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### Port of Transshipment

Enter the default port of transshipment for suppliers maintained in this session.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### Statistical Procedure

Enter the default statistical procedure for suppliers maintained in this session.

### Siret Number

To maintain one supplier with a number of [despatch](#) addresses, enter the default [Siret number](#) for that supplier.

Press Enter to display the Supplier Details Quick Entry Detail window.

## Supplier Details Quick Entry Detail Window

To display this window, press Enter on the Supplier Details Quick Entry Session Defaults window.

Use this window to define the suppliers requiring maintenance and to enter any defaults that you want to override.

### Fields

#### Supplier

Enter the supplier account code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

### **Seq**

Enter the [despatch](#) sequence number code.

**Note:** Enter \* in any of the following fields to specify that the current value of this field should not be changed for any existing World Trade supplier master records.

### **Cty**

Enter the country in which this supplier address is located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### **Rgn**

Enter a [region](#) associated with the supplier.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

### **Tax Cty**

Enter the code of the country where the supplier is registered for tax.

Alternatively, use the prompt facility to select from the Select Country pop-up.

**Note:** This field is only displayed if you checked the Non-UK Reporting field in your company profile. This indicates that you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries.

### **Tax Registration**

Enter the supplier's tax registration number in the specified country.

**Note:** This field is only displayed if you checked the Non-UK Reporting field in your company profile. This indicates that you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries.

### **Trm Del**

Enter the default [terms of delivery](#) for the suppliers, for example, ex Works.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

If you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on [terms of delivery](#).

## **Functions**

### **Restart (F15)**

Use this to return to the previous window and re-start the supplier mass maintenance procedure.

Select **Update (F8)** to save your changes and leave the task.

## Item File Listing [21/WTM]

This report lists the World Trade details for selected items.



The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Item number

## World Trade Item Reporting Window

To display this window, select the Item File Listing task.

Use this window to define the items listed on the report.

### **Fields**

**Note:** *You cannot enter both an item range and an item mask.*

#### **Item From/To**

Enter the range of item numbers to process.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Enter a From value, and leave the To value blank to maintain items starting at the From value and ending with the last item. Enter a To value without a From value to maintain all items from the beginning of the file through to, and including, the To value.

Example:

You have items AA to AZ, and classes A to E. If you enter a selection of From item AQ and To item class B, all items from AQ to AZ, with an Item class of A or B, are retrieved.

Leave the selection criteria blank to retrieve all items maintained within World Trade.

#### **Item Mask**

You can use a mask to select items. To do this, either enter the required character or \_ and \* as wildcards. You must enter all 15 characters. For example,   A  B           selects any item with an A as the third character and a B as the sixth character of the item code; 1\* selects any item with 1 in it, and 1                   selects only items that begin with 1.

#### **Item Type From/To**

Enter the range of item types.

Alternatively, use the prompt facility to select from the PTYP Item Type pop-up.

#### **Item Class From/To**

Enter the range of item classes.

Alternatively, use the prompt facility to select from the PCLS Item Class pop-up.

### **Major Group From/To**

Enter the range of major item groups.

Alternatively, use the prompt facility to select from the PGMJ Item Group - Major pop-up.

### **Minor Group From/To**

Enter the range of minor item groups.

Alternatively, use the prompt facility to select from the PGMN Item Group - Minor pop-up.

### **Division From/To**

Enter the range of divisions.

Alternatively, use the prompt facility to select from the DIVN Inventory [Product](#) Division pop-up.

### **Sub Division From/To**

Enter the range of sub divisions.

Alternatively, use the prompt facility to select from the SDIV Inventory Item Sub-division pop-up.

### **Issue Unit From/To**

Enter the range of issue units.

Alternatively, use the prompt facility to select from the UNIT Unit Division pop-up.

Select **Submit (F8)** to submit the report and leave the task.

## Customer File Listing [22/WTM]

This report lists the World Trade details for selected customers.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Customer number and delivery sequence

## World Trade Customer Reporting Window

To display this window, select the Customer File Listing task.

Use this window to enter customer and group ranges for the report.

---

## **Fields**

### **Customer From/To**

Enter the range of customer account codes.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

### **Customer Group 1 From/To**

Enter the range of customer group 1 codes.

### **Customer Group 2 From/To**

Enter the range of customer group 2 codes.

### **Customer Group 3 From/To**

Enter the range of customer group 3 codes.

### **Customer Group 4 From/To**

Enter the range of customer group 4 codes.

**Note:** You can define the customer group codes for each customer using Sales Order Processing Customer Maintenance.

**Note:** Leave all selection criteria blank if you want to list all customers maintained within World Trade.

Select **Submit (F8)** to submit the report.

## Supplier File Listing [23/WTM]

This report lists the World Trade details for selected suppliers.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Supplier number and delivery sequence

## World Trade Supplier Reporting Window

To display this window, select the Supplier File Listing task.

Use this window to select supplier and group ranges for the Supplier Listing.

## **Fields**

### **Supplier From/To**

Enter the range of supplier account codes.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

### **Supplier Group 1 From/To**

Enter the range of supplier group 1 codes.

### **Supplier Group 2 From/To**

Enter the range of supplier group 2 codes.

### **Supplier Group 3 From/To**

Enter the range of supplier group 3 codes.

### **Supplier Group 4 From/To**

Enter the range of supplier group 4 codes.

You define the supplier group codes for each supplier in Accounts Payable Supplier Maintenance.

**Note:** *Leave all selection criteria blank if you want to print all suppliers maintained within World Trade.*

Select **Submit (F8)** to submit the report.

---

## Chapter 3 Processing

### World Trade Processing

World Trade takes base data from Sales Order Processing and Purchase Management, and provides the facilities to add extra data for the EC reporting and export documentation process.

The diagrams Processing Outward World Trade Movements, Processing Inward World Trade Movements and Processing Transfer World Trade Movements illustrate the flow of information into and within World Trade.

### Extract Data for Intra-EC Movements

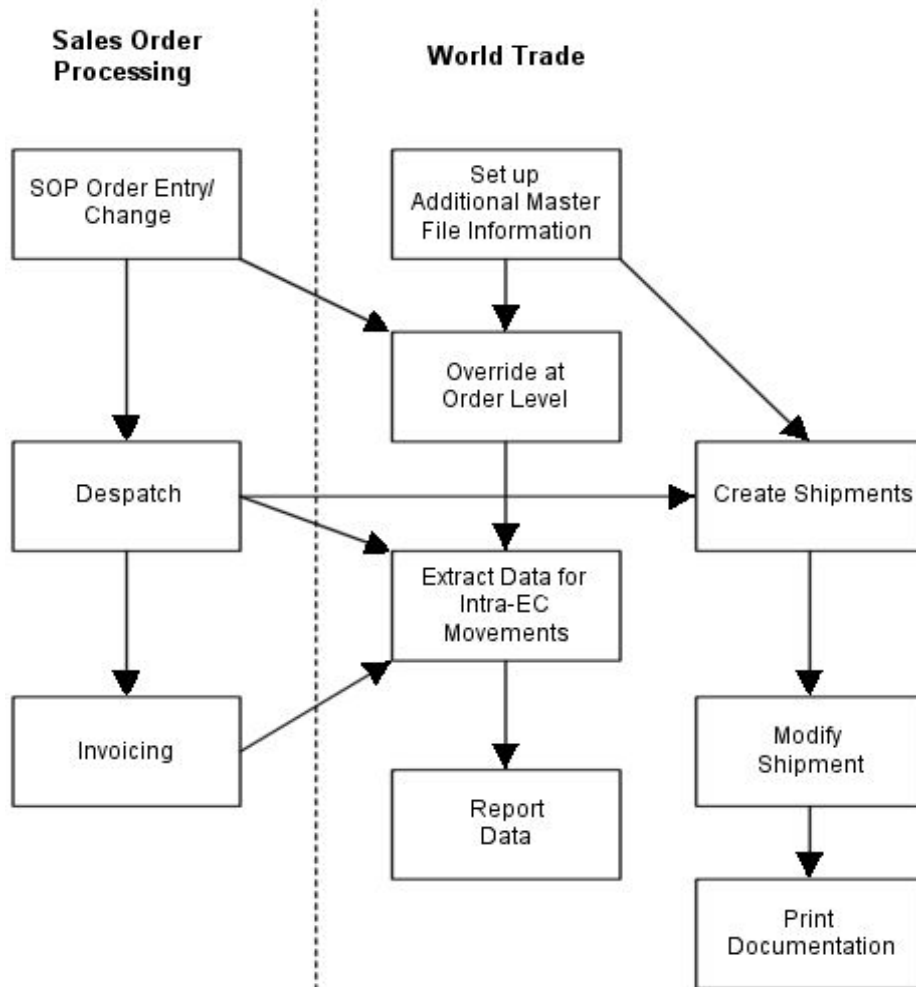
World Trade identifies EC movements by comparing To and From Countries for each order line. It extracts the information required for EC reporting, as it becomes available, from:

- Goods Inward
- Purchase Management Invoice Matching
- [Despatch](#)
- Sales Order Processing
- Confirmation of Shipment for Distribution Orders

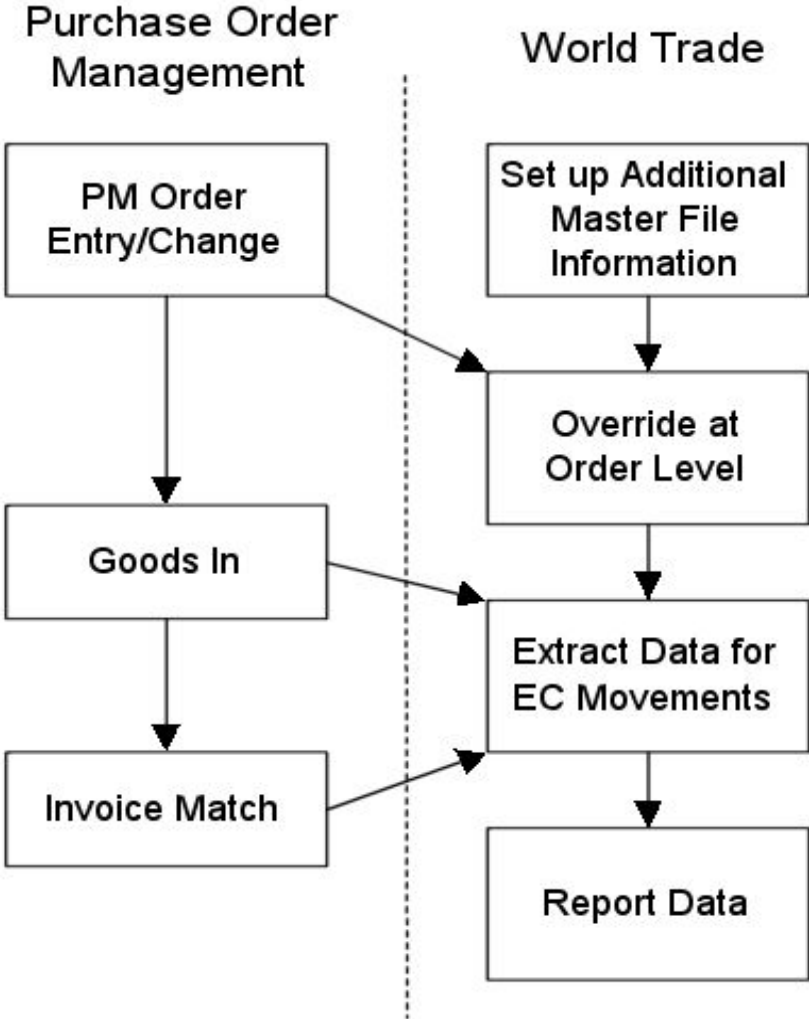
The extracted information is written to an EC Movements file for reporting purposes; the reporting process is described in the EC Reporting section.

During installation, you can extract data for transactions in periods before you installed World Trade. To do this you run the World Trade Catch-up activities.

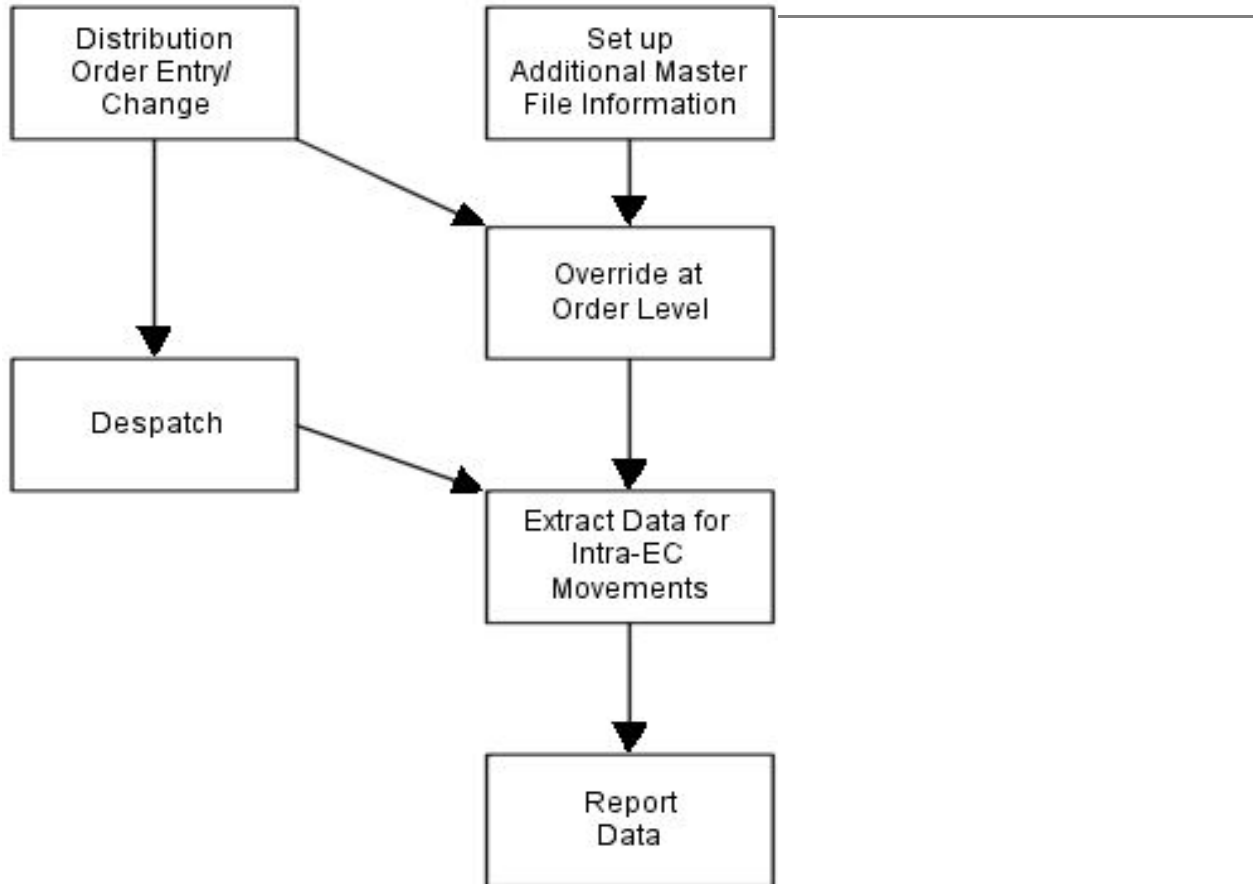
## Processing Outward World Trade Movements



# Processing Inward World Trade Movements



## Processing Transfer World Trade Movements



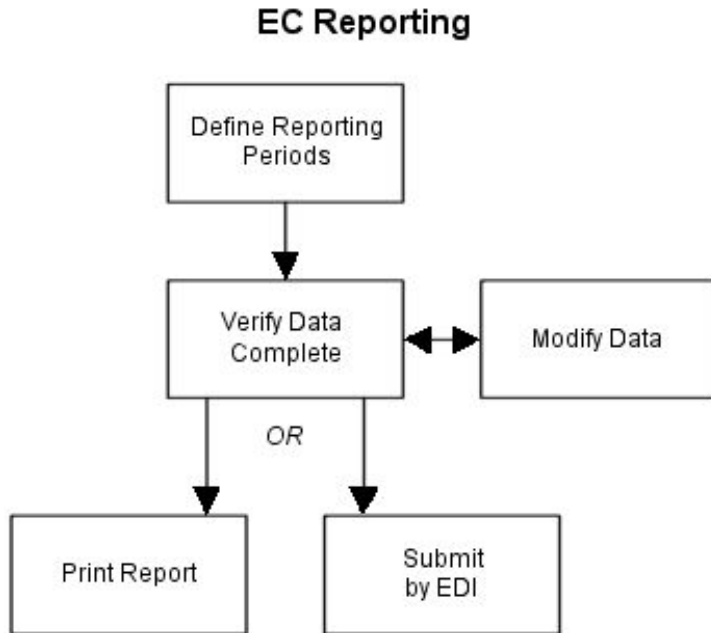
## Create or Modify Shipments

Export [despatches](#) requiring export documentation have shipment records created automatically by the Export Documentation interface.

## EC Reporting

You use World Trade to control the [production](#) of the [Intrastat](#) and [ESL](#) reports as follows:





### **Define Reporting Periods**

You select the EC movements to include in a report by defining reporting periods.

### **Verify Data Complete**

When you validate the data for a particular reporting period, it checks that all required data is complete and valid. You can view and amend data that failed validation.

You can also modify EC movements directly. This means you can modify any movement, not just those that have failed validation.

### **Print Report or Submit by EDI**

You can report upon validated data using a printer or the EDI Application Interface application.

## Export Documentation

As you confirm the [despatch](#) of sales orders, the transaction is tested to see if a shipment needs to be created. This test is established by means of the company setup within the system. If a shipment is required, export shipments are created automatically within World Trade. A shipment is structured as a header, together with different types of shipment items.

<p><b>SHIPMENT HEADER</b></p> <p>Consists of all shipment information which is consistent, irrespective of what type of items it applies to. The types of fields applicable are names and addresses, declarations, terms, company and customer references, dates and routing information.</p>	<p><b>INVOICE ITEMS</b></p> <p>The order product items applicable to this shipment.</p>
	<p><b>PACKING ITEMS</b></p> <p>Appear on the Export Packing List. They describe the case/pallets/cartons which the invoice items are packed in.</p>
	<p><b>CUSTOMS ITEMS</b></p> <p>Appear on the Customs Documents. They describe in detail the commodities being exported and are listed in Tariff number order.</p>
	<p><b>HAZARDOUS ITEMS</b></p> <p>Appear on the DGN or IATA DGN and describe, in detail, the hazardous goods being exported. They are listed in hazardous classification order.</p>

Sales Order Processing creates invoice header and invoice line information. The customer and inventory item defaults provide details of the packing, customs and hazardous lines.

You can then edit the shipment by using information from the Export Documentation master files, and by entering new data, if required.

When a shipment is complete, you can either print the required documents individually or produce a batch by using a pre-defined print run.

**Note:** In World Trade Export Documentation, an item refers to an invoice item (known as an invoice line in Sales Order Processing), a packing item, a customs item, or a hazardous item. Do not confuse this with an Inventory Item.

A [Product](#) refers to an Inventory Item.

## Tax Code Determination

World Trade uses special routines to determine the appropriate tax code it should apply. These routines are based on identifying in which country tax is applicable, and then applying the rules of that country.

The routines are used by the following processes:

- Sales Order Processing Invoice Printing

- World Trade Invoice Printing
- Purchase Management Invoice Matching
- World Trade Tax Posting

The first three processes will only use the tax code determination routines if you set the Use EC Tax Calculations field to **1** on the World Trade company profile.

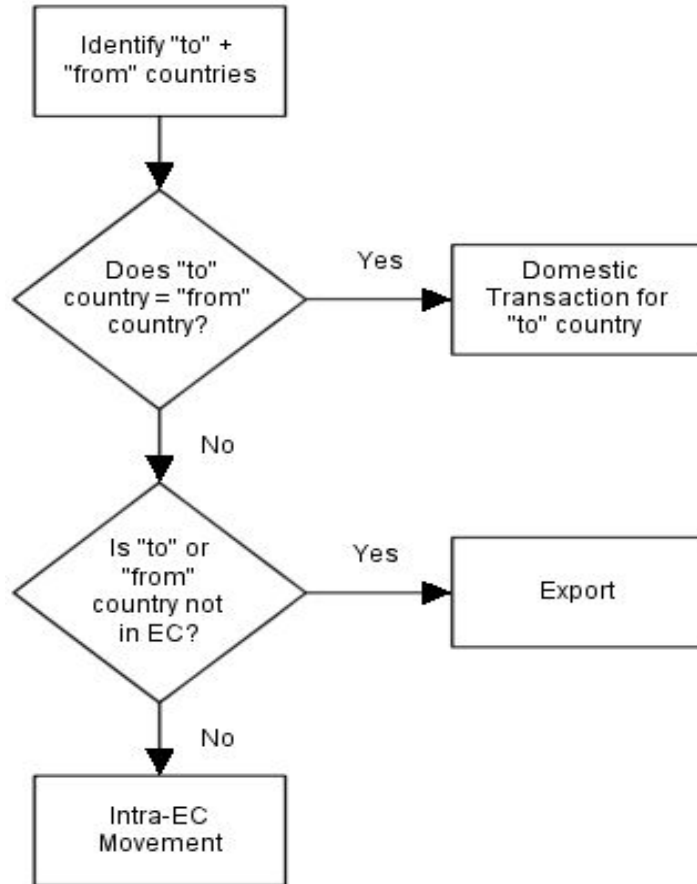
## Item and Country Tax Codes

An individual item will have different tax treatment in different countries. For example, although an item may be standard rated in UK and Germany, the standard tax rate is currently 17.5% in the UK but 15% in Germany. Therefore, if a company has a UK stockroom and a German stockroom, and makes domestic sales from both, it must maintain two separate tax codes for an item that it supplies from both stockrooms.

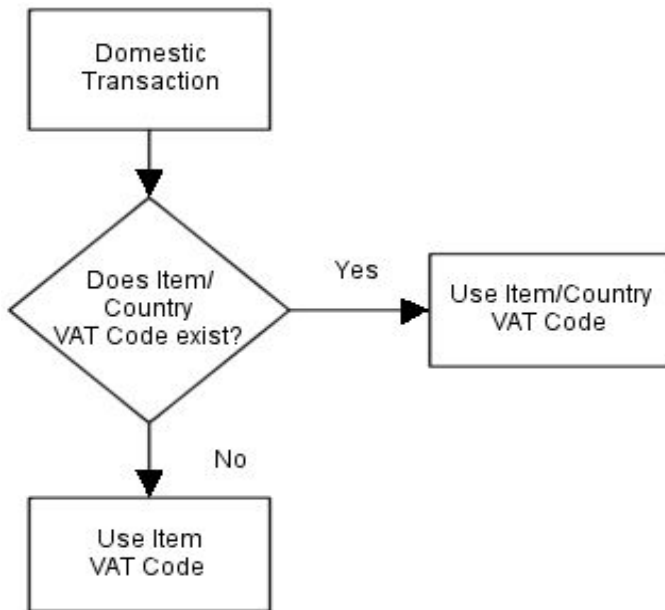
In World Trade, you can enter a tax code for each item and country combination. For more information, refer to the Maintenance chapter. If you do not enter a tax code, the software uses the standard tax code on the Inventory Item master.

## Supply Tax Codes

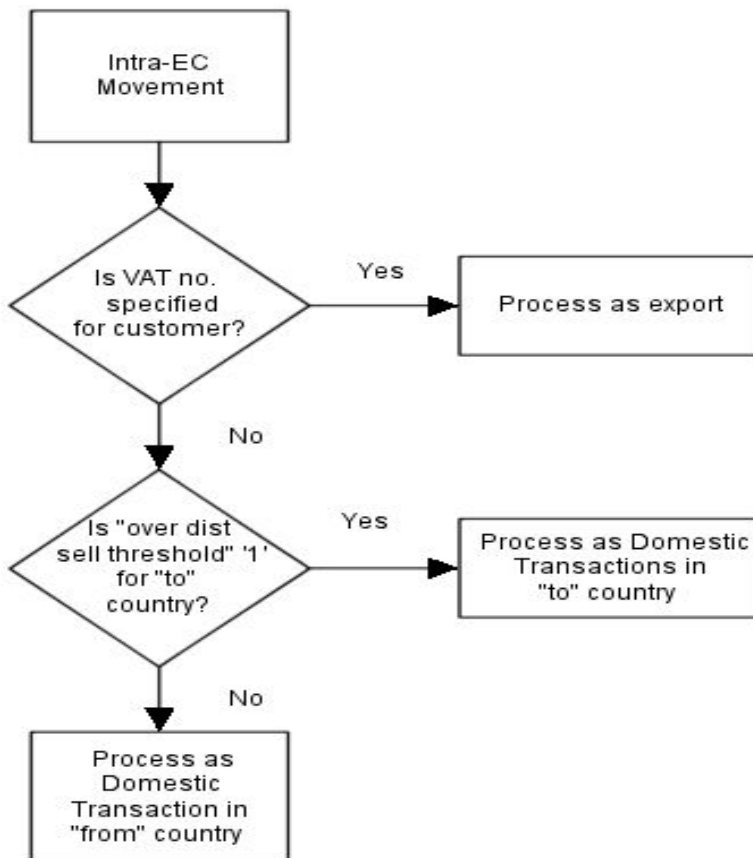
The [Supply](#) Tax Codes diagram documents the method used to determine tax codes for supplies.



**Domestic Transaction Tax Code**

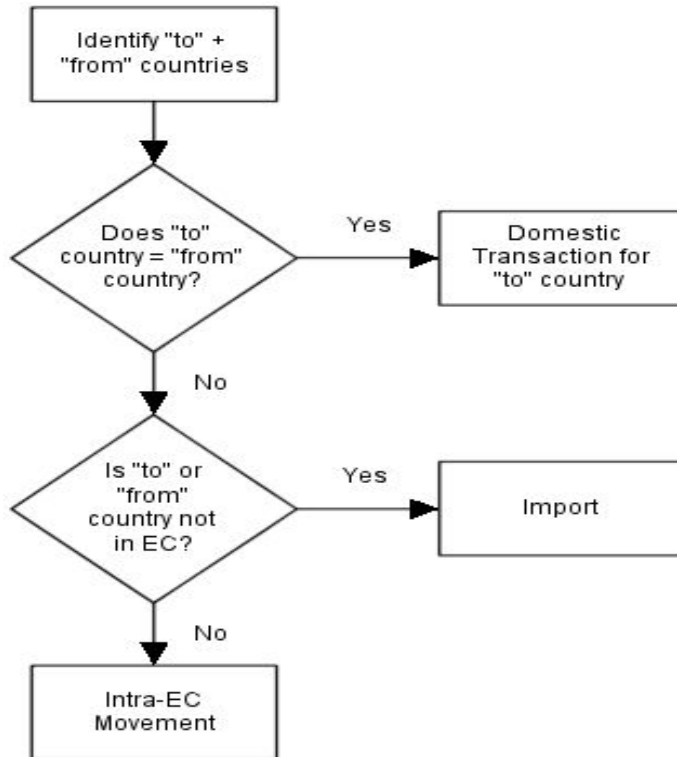


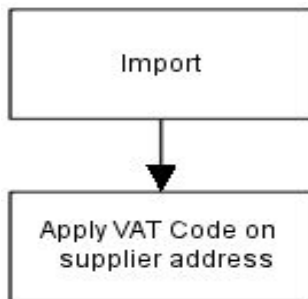
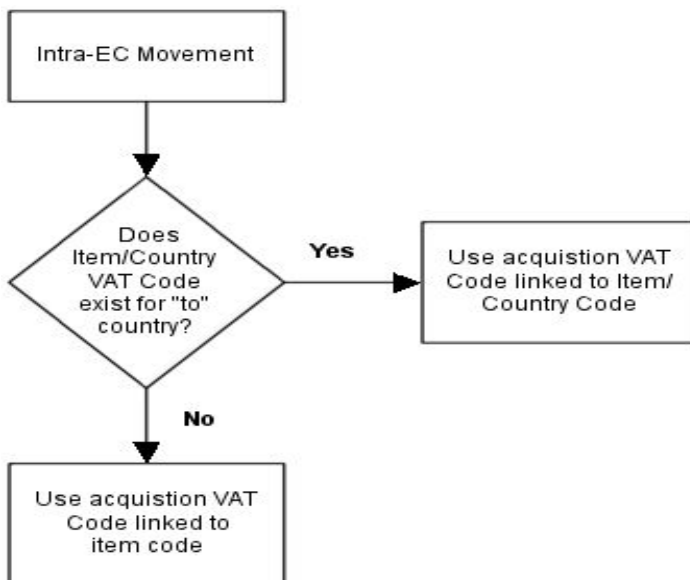
**Intra-EC Movement Tax Code**



## Input and Acquisition Tax Codes

The Input and [Acquisition](#) Tax Codes diagram documents the method of determining tax codes for inputs and [acquisitions](#).



**Import Tax Codes****Intra-EC Movement Tax Codes**

## Purchase Order Override [1/WTP]

Use this task to override a purchase order. The information you can override is defined by the [Intrastat mask](#) for the acquiring country.

You can override the details set up on World Trade supplier and item files for a particular order. When you acknowledge receipt of the goods, a World Trade [acquisition](#) movement is created. You update this when you match invoices.

However, any data you enter using this task supersedes data entered on receipt of goods and invoice matching.

**Note:** *If you define the defaults correctly, you should rarely need to use this task.*

## Purchase Order Overrides Selection Window

To display this window, select the Purchase Order Override task.

Use this window to enter the order number that you want to override.

### **Fields**

#### **Order Number**

Enter the purchase order number of the order to override.

Press Enter to validate the order number and display the Purchase Order Overrides Header window.

## Purchase Order Overrides Header Window

To display this window, enter a purchase order and then press Enter on the Purchase Order Overrides Selection window.

Use this window to enter the header details for the purchase order.

### **Fields**

#### **Disposing Country**

Enter the country in which the supplier acquires the goods. This is normally the country from which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the supplier [despatch](#) address. If this is blank, the value for the accounting address is used. If this is also blank, the default country in the company profile is used.

#### **Acquiring Country**

Enter the country in which the company acquires the goods. This is normally the country to which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the World Trade stockroom details. If this is blank, the default country on the company profile is used.

#### **Statistical Procedure**

Enter the statistical procedure to report on the [Intrastat](#) for this order.

This field defaults from the supplier [despatch](#) address. If no value is specified for the supplier [despatch](#) address, the value from the statement address is used.

### **Options**

#### **Select**

Use this to select the order line that you want to maintain.



---

**Note:** The fields displayed against each line are determined by reference to the [Intrastat mask](#) defined for the acquiring country.

## **Functions**

### **Order Enquiry (F13)**

Use this to display the Order Summary from Purchase Management.

Select **Update (F8)** to save the changes and to return to the previous window.

## Purchase Order Overrides Line Details Pop-up

To display this pop-up, select an order line on the Purchase Order Overrides Header window.

Use this pop-up to enter the line details of the purchase order.

## **Fields**

### **Terms Del**

Enter the [terms of delivery](#), for example, ex Works.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

This field defaults from the supplier [despatch](#) address. If this is blank, the value for the accounting address is used. If this is also blank, the [Terms of Delivery](#) in the company profile are used.

**Note:** The fields displayed are determined by reference to the [Intrastat mask](#) of the acquiring country.

### **Coun Org**

Enter the country of origin for this order line.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This defaults from the World Trade item record.

### **Reg**

Enter the [region](#) of destination for this order line.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

This defaults from the World Trade stockroom record.

### **Port Arr**

Enter the port of [arrival](#) for this order line.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

This field defaults from the supplier [despatch](#) address. If this is blank, the value for the accounting address is used. If this is also blank, the Port of [Arrival](#) in the company profile is used.

### **Port Trans**

Enter the port of transshipment for this order line.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

This field defaults from the supplier [despatch](#) address. If this is blank, the value for the accounting address is used. If this is also blank, the Port of Transshipment in the company profile is used.

### **Ancillary Price**

Enter the CIF (Carriage, Freight and Insurance) price for one item.

### **Nature Trans**

Enter the nature of the transaction, such as sale, hire, and so on.

Alternatively, use the prompt facility to select from the NOTN [Nature of Transaction](#) pop-up.

If you leave this blank, the goods inward process determines the nature of the transaction.

Select **Update (F8)** to save changes and to return to the previous window.

## Sales Order Override [2/WTP]

Use this task to override a sales order. The information you can override is defined in the [Intrastat mask](#) for the disposing country.

You create a World Trade [disposal](#) movement by one of two options:

- After you confirm [despatch](#) within Sales Order Processing, you can run a batch job from World Trade to create the movements.
- You can create the movements automatically when printing an invoice in Sales Order Processing.

Use the World Trade batch job if you are closing the tax period but you do not want to print invoices until a later period.

However, any data that you enter via this task supersedes data entered elsewhere.

**Note:** *If you define the defaults correctly, you should rarely need to use this task.*

## Sales Order Overrides Selection Window

To display this window, select the Sales Order Override task.

Use this window to enter the sales order number of the order that you want to override.

### **Fields**

### Order Number

Enter the sales order number of the order to override.

Press Enter to validate the order number. The Sales Order Overrides Header window is displayed.

## Sales Order Overrides Header Window

To display this window, enter a sales order and then press Enter on the Sales Order Overrides Selection window.

Use this window to enter the header details for the sales order.

### Fields

#### Acquiring Country

Enter the country in which the company acquires the goods. This is normally the country to which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the customer delivery address. If this is blank, the value for the statement address is used. If this is also blank, the default country in the company profile is used.

### Options

#### Select

Use this to select the order line that you want to maintain.

**Note:** The fields displayed for each order line are determined by reference to the [Intrastat mask](#) defined for the disposing country.

### Functions

#### Order Enquiry (F13)

Use this to display the Whole Order Enquiry from Sales Order Processing.

Select **Update (F8)** to save your changes and return to the previous window.

## Sales Order Overrides Line Details Pop-up

To display this window, select an order line on the Sales Order Overrides Header window.

This window allows you to enter additional information relating to the detail line that you need to override.

### Fields

### **Dsp Cty**

Enter the country in which the company acquired the goods; this is normally the country from which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the World Trade stockroom details. If no country is specified, the default country in the company profile is used.

### **Term Del**

Enter the [terms of delivery](#), for example, ex Works.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

This field defaults from the customer delivery address. If this is blank, the value for the statement address is used. If this is also blank, the [terms of delivery](#) in the company profile are used.

**Note:** *The fields displayed are determined by reference to the [Intrastat mask](#) of the acquiring country.*

### **Coun Org**

Enter the country of origin for this order line.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This defaults from the World Trade item record.

### **Reg**

Enter the [region](#) of [despatch](#) for this order line.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

This defaults from the World Trade stockroom record.

### **Port Desp**

Enter the port of [despatch](#) for this order line.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

This field defaults from the customer delivery address. If this is blank, the value is taken from the statement address. If this is also blank, the Port of [Despatch](#) in the company profile is used.

### **Port Tran**

Enter the port of transshipment for this order line.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

This field defaults from the customer delivery address. If this is blank, the value in the statement address is used. If this is also blank, the Port of Transshipment in the company profile is used.

### **Nature Tran**

Enter the [nature of transaction](#) for this order, such as sale, hire, and so on.

Alternatively, use the prompt facility to select from the NOTN [Nature of Transaction](#) pop-up.

---

If you leave this field blank, the invoicing process determines the nature of the transaction.

#### **Ancillary Price**

Enter the FOB (Free on Board) price for one item.

#### **Statistical Procedure**

Enter the statistical procedure to report on the [Intrastat](#).

This field defaults from the supplier [despatch](#) address. If this is blank, the value is taken from the statement address.

Select **Update (F8)** to save changes and to return to the previous window.

## Create Disposal Movements [11/WTP]

This is a batch job designed to create the movements for sales orders not yet invoiced. You can maintain movements and report on them in the correct period, even though processing for the order is not complete.

Invoice numbers are added to movements created by this World Trade task when the invoices are printed in Sales Order Processing.

Select **Confirm Submit (F8)** to submit the job.

## Service Disposal Movements [12/WTP]

This is a batch job designed to create World Trade movements for Service Management.

When parts are used for Service jobs and the invoice generated, movement records are created. You must then run this task to transfer these movements to World Trade.

Additionally, cross border services subject to the Reverse Charge must be reported on the [ESL](#). You must run this task to transfer these sales movements to World Trade. The movements will be identified with **SERVICE** in the item code.

Select **Confirm Submit (F8)** to submit the job.

## Maintain Movements [13/WTP]

Use this task to maintain details about any EC movements of goods. You can add extra data for EC reporting and export documentation. The basic information about these movements is created through interfaces to relevant applications.

There may be instances where a movement has not been created by the linked distribution applications, but you need the data for [Intrastat](#) purposes, for example, if an asset purchase takes place without a purchase order being raised. Use this task to add such a movement manually.

## EC Movement Maintenance Selection Window

To display this window, select the Maintain Movements task.

Use this window to enter the selection criteria for the movement you want to maintain.

### **Fields**

#### **Acquisition/Disposal**

Select one of the following:

Acq (1) - To maintain information about [acquisitions](#) (receipts)

Dis (2) - To maintain information about [disposals](#) (supplies)

#### **Order Number**

Enter the order number (purchase or sales) of the order associated with the movement that you are maintaining.

This is not valid for manual movements.

#### **Movement Source**

Select one of the following to define which application created the movement:

Service Management (J)

Manual Movements Enter in WT (M)

Purchase Management (P)

Sales Order Processing (S)

Distribution Orders from DRP or WT (T)

#### **Line Number**

Enter the line number within the order to define further the movement that you are maintaining.

This is not valid for manual movements.

#### **Sequence Number**

For a scheduled purchase order, enter the sequence number within the order to define further the movement to maintain.

This is not valid for manual movements.

#### **Manual Number**

Enter the sequence number of a movement previously created using this task. The number is automatically allocated when you create a movement.

---

This is valid only for manual movements.

**Despatch Number**

Enter the [despatch](#) number (picking note sequence number) to define further the movement to maintain.

This is not valid for manual movements.

**Invoice Number**

Enter the invoice number to define further the movement to maintain.

If you enter an invoice number, do not enter an order number, line number, sequence number, or [despatch](#) number.

This is not valid for manual movements.

**GRN Number**

Enter the goods received note number to define further the movement to maintain.

This is not valid for manual movements.

**Functions****Add Movement (F6)**

Use this to enter a new manual movement.

Either enter the selection criteria and then press Enter or select **Add Movement (F6)**. The EC Movement Maintenance Details window is displayed.

## EC Movement Maintenance Details Window

To display this window, either enter the selection criteria and then press Enter or select **Add Movement (F6)** on the EC Movement Maintenance Selection window.

The fields show the default values held on the system for the selected movement. You can change these for reporting or documentation purposes.

**Note:** *If more than one movement meets the entered criteria, use **Next (F7)** to display the next movement in the group.*

**Fields****Item**

Enter an item number for the movement.

**Movement Reference**

Enter a reference for this movement.

The reference should link the movement to source documentation, and is mandatory for manual movements.

### **Disposing Country**

You must enter the country from which the goods were moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### **Acquiring Country**

You must enter the country to which the goods were moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### **Disposing Region**

Enter the [region](#) for the [disposal](#) movement.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

**Note:** The Acquiring and Disposing [Region](#) fields are only displayed if you checked the Non-UK Reporting field in the company profile.

### **Acquiring Region**

Enter the [region](#) for the acquiring movement.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

### **Report on Intrastat**

Enter one of the following:

0 - Not to include the movement on an [Intrastat](#) report

1 - To include this movement on an [Intrastat](#) report

### **Report on ESL**

Enter one of the following:

0 - Not to include the movement on an [ESL](#) report

1 - To include this movement on an [ESL](#) report

**Note:** Only [despatches](#) are printed on an [ESL](#).

### **Nature Transaction**

Enter the nature of the transaction (such as sale, hire, and so on) for this movement of goods.

Alternatively, use the prompt facility to select from the NOTN [Nature of Transaction](#) pop-up.

The application recognises the nature of the transaction from the movement type and [commodity type](#) associated with the item.

### **Process Indicator**

Enter one of the following:

0 - To set the [process indicator](#) off

1 - To set the [process indicator](#) on for the [ESL](#) report

This means that the goods are moving to or from sub-contract operations.



### Process Value

If the process value is set to **1**, enter the value of the invoice that corresponds to the value of the sub-contract operations.

If the process value is set to **0**, enter **0** in this field or leave it **blank**.

### Movement Date

Enter or select the date of the movement of goods.

This defaults to the current date when creating manual movements.

The tax point date is the earlier of:

- 15th of the month after the movement date
- Invoice date

If goods are invoiced more than a month before delivery, the tax point date is set to the movement date.

### Invoice Date

Enter or select the date of the invoice that corresponds to the movement of goods.

### Tax Country

Enter the country in which this company is registered for tax purposes.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### Supplier/Customer

If this is an [acquisition](#) movement, enter the supplier.

If this is a [disposal](#), enter the customer.

Alternatively, use the prompt facility to select from the relevant pop-up.

***Note:** This field is only displayed if you checked the Non-UK Reporting field in the company profile.*

### Tax Registration

Enter the tax registration number of the recipient of the goods in the acquiring country.

This number is reported on the [ESL](#).

### Commodity Code

Enter the harmonised [commodity code](#) for the goods being moved.

Alternatively, use the prompt facility to select the first eight digits from the TAR EEC Tariffs pop-up.

The first eight digits are reported on the [Intrastat](#) report. Use the remaining digits to enter the full information for exports outside the EC and for [CAP](#) details.

### Siret Number

Enter the [Siret number](#) for this company.

This is a requirement for the French authorities.

### **Functions**

#### **Next (F7)**

If more than one movement matches the selection criteria, use this to access each movement in turn. After the last qualifying movement, the initial window is re-displayed.

**Note:** *This does not save any changes.*

#### **Quantity Value Information (F13)**

Use this to specify details of the quantities and values of goods to be moved. You cannot access this function for manual movements until you have updated the basic details.

#### **Transport Information (F14)**

Use this to specify transport information related to the goods to be moved. You cannot use this for manual movements until you have updated the basic details.

Select **Update (F8)** to save any changes and, in the case of a manual movement, to request the generation of a reference number. Then select **Exit (F3)** to leave the task.

## Reportable Movement Quantity/Value Information Pop-up

To display this pop-up, select **Quantity Value Information (F13)** on the EC Movement Maintenance Details window.

**Note:** *You cannot access this function for manual movements until you have updated the basic details.*

Use this pop-up to amend the quantity, currency, and value information for the external documentation.

### **Fields**

#### **Quantity in Kgs**

Enter the quantity in kilograms for the movement of goods.

#### **Quantity In (two fields)**

You only need to complete these fields if you require a [second quantity](#) in a different unit of measure for the specified [commodity code](#).

In the first field, enter the unit of measure.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

In the second field, enter the movement of goods quantity.

#### **Movement Quantity**

Enter a movement quantity for [Intrastat](#) and [ESL](#) reporting for additional EC countries.

---

**Note:** This field is only displayed if you checked the Non-UK Reporting field in the company profile.

### Invoice Value (Currency)

Enter the currency of the invoice for the movement of goods.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

### Invoice Value (Value)

Enter the invoice value for the movement of goods.

### Goods Value

Enter the value of the goods.

The order value reported on the [Intrastat](#) is in the following order: invoice value, order value and goods value.

The value reported on the [ESL](#) is in the following order: invoice value, order value.

### Ancillary Value (Currency)

Enter the currency used for the [ancillary value](#).

Alternatively, use the prompt facility to select from the Select Currency pop-up.

### Ancillary Value (Value)

Enter the [ancillary value](#) for the movement of goods.

The [ancillary value](#) is the CIF (Carriage, Freight and Insurance) value for [acquisitions](#) and the FOB (Free on Board) value for [disposals](#).

Press Enter to save the changes and to return to the previous window.

## Reportable Movement Transport Information Pop-up

To display this pop-up, select **Transport Information (F14)** on the EC Movement Maintenance Details window.

**Note:** You cannot access this function for manual movements until you have updated the basic details.

Use this pop-up to amend the [terms of delivery](#), origin, and port details for external documentation.

### Fields

#### Terms of Delivery

Enter the [terms of delivery](#) (for example, ex Works).

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

You can enter a fourth digit of either **1** or **2**, depending on your country's requirements on [terms of delivery](#).

**Note:** The fourth digit is available only if the Non-UK Reporting field is checked in your company profile.

### **Mode of Transport**

For [disposals](#), enter the mode of transport by which the goods left the disposing country.

For [acquisitions](#), enter the mode of transport by which the goods arrived in the acquiring country.

Alternatively, use the prompt facility to select from the MODE [Despatch](#) Method pop-up.

### **Country of Origin**

Enter the country of origin for these goods.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### **Region of Origin**

For [disposals](#), enter the [region](#) of [despatch](#).

For [acquisitions](#), enter the destination [region](#).

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

### **Port of Arrival/Despatch**

For [disposals](#), enter the port of [despatch](#) from the disposing country.

For [acquisitions](#), enter the port of [arrival](#) into the acquiring country.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### **Port of Transshipment**

Enter the port of transshipment for the movement of goods.

Alternatively, use the prompt facility to select from the PORT Ports pop-up.

### **Statistical Procedure**

Enter the statistical procedure for the movement of goods.

### **Regime**

Enter the regime for the goods movement.

Alternatively, use the prompt facility to select from the RGME World Trade - Regimes pop-up.

You use regimes in French and Italian reporting.

Press Enter to save changes and to return to the previous window.

## Tax Accruals Posting [21/WTP]

This process generates postings to the tax accounts in the General Ledger, and to the tax subsystem for EC movements of goods recorded in World Trade.

These postings depend on the tax point date determined for the movement. The accrued tax is realised when you match or print the invoice, but you must be able to trace the accrued charge from the tax point date associated with the movement of the goods.

Tax point dates are the earlier of the 15th day of the month following the movement date, or the invoice issue date. However, if you invoice goods more than a month before delivery, the tax point date is the movement date.

For example:

Movement Date	Invoice Date	Tax Point
13/03/06	10/04/06	10/04/06
13/03/06	19/04/06	15/04/06
13/03/06	04/01/06	13/03/06

### **Types of Tax Posting**

You must make tax postings for two classes of movements based on the information from World Trade. These give rise to two types of processing:

- Reversals
- Movements for which you expect an invoice, but the 15th of the month rule has triggered the tax point
- Simple Postings
- Movements for which you will never receive an invoice, because they relate to the transfer of goods within a company across, an EC border

### **Reversals**

For a movement where you expect an invoice, but the expected date is beyond the current tax period, a reversal is posted for the tax. A debit is posted before closing the tax period, which establishes a tax accrual. To balance this in the next tax period, post a corresponding credit, essentially reversing the posting.

You must continue to post and reverse until you print the invoice in Sales Order Processing or match the invoice in Purchase Management. When you post an invoice, the software posts the tax to the General Ledger Tax accounts and the tax subsystem. When you do the final posting of the invoice, the reportable movement is flagged to prevent further accruals being posted.

**Note:** *It is the tax periods, not the GL periods, which are critical to this operation.*

For example:

[Acquisition](#) Tax of £10.00 from movement of goods on 10/01/06, invoice date 18/07/06

Tax periods calendar quarterly

Period	Acquisition Tax	Input Tax	
0601	£10	£10	Accrual at 31/03/06
0602	£10-	£10-	Accrual at 31/06/06

Processing

---

	£10	£10	
0603	£10-	£10-	Final Invoice Posting
	£10	£10	

---

The net effect is that the tax is posted in tax period 0601.

**Note:** You must run the tax posting procedure immediately before closing the tax period. This prevents you posting an invoice in a period after an accrual has occurred for the movement in the same period.

### **Simple Posting**

For a movement where you receive no invoice, the process outlined in the Reversals section can continue indefinitely. Therefore, no reversal is generated, and the movement is flagged to prevent further processing.

## Tax Accruals/Postings Window

To display this window, select the Tax Accruals Posting task.

Use this window to perform the necessary postings to the General Ledger that relate to non-invoiced tax. You can make a distinction between [acquisition](#) and [disposal](#) postings, and simple and reversal tax postings. This submits a batch job. The tax period end date, and the last period accrued is displayed.

### **Fields**

#### **Accruals**

Use the checkbox as follows for both [Acquisitions](#) and [Disposals](#):

Unchecked - Not to make postings

Checked - To make the postings for [acquisitions](#) or [disposals](#) for which an invoice is expected

#### **Postings**

Use the checkbox as follows for both [Acquisitions](#) and [Disposals](#):

Unchecked - Not to make postings

Checked - To make postings for [acquisitions](#) or [disposals](#) for which no invoice is expected

#### **General Ledger Posting Period**

Enter the General Ledger period in which the postings should be made.

#### **Tax Period**

Enter the tax period in which the postings should be made.

Press Enter to check the selections. Then select **Update (F8)** to submit the postings as a batch job.

### **System Postings**

This details the postings that the tax accruals posting task generates within the General Ledger and the tax subsystem for each type of transaction.

The following assumptions apply to all examples:

- Value of Movement = £1000
- Current Tax Period = 0503 01/07/05 - 30/09/05
- Current GL Period = 0509 01/09/05 - 30/09/05
- Three tax codes exist:
  - A [Acquisition](#) Tax - 17.5%
  - S Standard Tax - 17.5%
  - Z Zero Tax - 0%
- Date of movement - 20/08/05
- Date of processing - 30/09/05

**Note:** The tax point date is 15/09/05.

### **Purchase, Invoice not Received**

The tax code is determined using the rules specified for Purchase Management.

Example using tax code A:

<b>GL Postings</b>		<b>Tax Subsystem Postings</b>	
GL Period 0509		Tax Period 0503	
Input Tax account	£175 Dr	Purchase goods value	£1000
			Tax £175
Output Tax account	£175 Cr	Sales goods value	£1000
			Tax £175
GL Period 0510		Tax Period 0504	
Input Tax account	£175 Cr	Purchase goods value	£1000-
			Tax £175-
Output Tax account	£175 Dr	Sales goods value	£1000-
			Tax £175-

The fact that tax code A is for [acquisition](#) tax means that equal amounts are posted to the input and output tax accounts. The postings to each tax account are reflected in the tax subsystem. Because an invoice is expected, the postings are reversed in the next period.

### **Sale, Invoice not Printed**

The tax code is determined using the rules specified for Sales Order Processing.

Example using tax code Z and customer tax number is unknown:

GL Postings	Tax Subsystem Postings	
None	Tax Period 0503	
	Sales goods value	£1000
		Tax £0
	Tax Period 0504	
	Sales goods value	£1000-
		Tax £0

**Note:** There are no General Ledger postings, because no tax is payable on the transaction. However, the value of the goods is recorded in the tax subsystem so that you can report on the value of EC supplies and [acquisitions](#) on the tax subsystem reports and the tax return.

Example where the customer's tax number is not specified:

The tax code would be S and the postings would be as follows:

GL Postings	Tax Subsystem Postings	
GL Period 0509	Tax Period 0503	
Output Tax account	£175 Cr	Sales goods value £1000
Suspense account	£175 Dr	Tax £175
GL Period 0510	Tax Period 0504	
Output Tax account	£175 Dr	Sales goods value £1000-
Suspense account	£175 Cr	Tax £175-

The output tax must be posted to the General Ledger, because there is a liability to Customs and Excise. There is no corresponding input posting, as there is in the case of [acquisition](#) tax, and the posting to the suspense account is necessary to balance the journal.

### **Receipt of Goods, No Invoice Expected**

The tax code is determined using the rules specified for Purchase Management.

Example using tax code A:

GL Postings	Tax Subsystem Postings	
GL Period 0509	Tax Period 0503	
Input Tax account	£175 Dr	Purchase goods value £1000
Output Tax account	£175 Cr	Tax £175
		Sales goods value £1000
		Tax £175



Since tax code A is for [acquisition](#) tax, equal amounts are posted to the input and output tax accounts. The postings to each tax account must be reflected in the tax subsystem.

Since no invoice will be received, no reversal is created.

### **Despatch of Goods, No Invoice to be Printed**

The tax code is determined using the rules specified for Sales Order Processing.

Example using tax code Z:

GL Postings	Tax Subsystem Postings	
None	Tax Period 0503	£1000
	Sales goods value	Tax £0

**Note:** *There are no General Ledger postings because no tax is payable on the transaction. However, the value of the goods is recorded in the tax subsystem in order that you can report the value of EC supplies and [acquisitions](#) on the tax subsystem reports, and hence on the tax return.*

The fact that no invoice is received means that no reversal is created.

## Intrastat Reporting [31/WTP]

This task controls the [production](#) of [Intrastat](#) reports. To produce a report, you must complete four basic steps:

- Select the country for which you are producing the report.
- Define the time span that the report will cover.
- Verify that all data required for the [Intrastat](#) in the reporting country is complete.
- Print the report or submit it by Electronic Data Interchange (EDI).

**Note:** *Use county code IE to run the Irish version.*

## Control Intrastat Reporting Selection Window

To display this window, select the [Intrastat](#) (EC Reporting) task.

Use this window to enter the country for which you require [Intrastat](#) reports.

**Note:** From January 2021, the reporting for UK is amended and movements are tracked between Northern Ireland and GB separately.

Separate reports will be produced for each

### **Fields**

### **Country**

Enter the country for which you are producing the report.

Alternatively, use the prompt facility to select from the Select Country pop-up.

**Note:** *The report is printed in the format used by the authorities of the selected country.*

Press Enter to check the country code and to display the Control [Intrastat](#) Reporting Processing window.

## Control Intrastat Reporting Processing Window

To display this window, enter or select a country and then press Enter on the Control [Intrastat](#) Reporting Selection window.

Use this window to enter time span dates for the [Intrastat](#) report.

### **Fields**

#### **Start Date**

Enter or select the start date for the next time span.

If this is not the first time span entered, the end date is determined according to the following rules:

- If the start date is immediately after the end of the previous time span, the end date defaults to the end of the next period.
- If the start date is in the previous time span, the previous time span is divided into two separate time spans.

#### **End Date**

This is only valid when you have not previously defined any time spans.

Enter or select the end date of the first time span.

#### **Status**

This identifies the current condition of the report for this period. You cannot use all selections for all status settings. There are five possible status settings, which are:

- Blank
- Verified
- Failed verification
- Printed
- Submitted by EDI

### **Options**

#### **Test Report**

Use this to print an [Intrastat](#) test report without any verification.

---

This is available for every status.

### **Verify**

Use this to verify that all data needed for the [Intrastat](#) report is present and valid.

If the status is Failed Verification, an exception report is printed, detailing the reasons for failure. This is available if the status is either Blank or Failed Verification.

### **Display Failed Items**

Use this to display and maintain movements that caused a verification run to fail.

This is available only if the status is Failed Verification.

### **Produce Report**

Use this to print the [Intrastat](#) report.

This is valid only if the status is Verified. When the report has completed, the status is changed to Printed.

### **Submit by EDI**

Use this to submit a job to transfer the data for the [Intrastat](#) report to the EDI application interface.

This is valid only if the status is Verified. When the job has completed, the status is changed to Submitted by EDI Application Interface.

### **Audit Report**

Use this to produce an audit report of the movements that are consolidated to create an entry on an [Intrastat](#) report.

This is only valid if the status is Verified, Printed or Submitted by EDI.

### **Publish to ION**

This option will become available on screen when the country code is local.ly reporting is active against the country in an ION environment. The option will re-validate the data prior to submission with additional validation included to confirm that all details are present for creation of the LCLTradeStatistics BOD for the country selected

## **Functions**

### **Refresh (F5)**

After a job has completed, use this to refresh the window and to update the status of the [Intrastat](#) reports.

### **More Options (F23)**

Use this to see the options which are not currently displayed.

Select **Exit (F3)** to leave the task.

## Control Intrastat Reporting Verification Window

To display this window, select Verify against a time span on the Control [Intrastat](#) Reporting Processing window.

This is available only if the movement data verification run fails. The window displays the movements that caused the verification run to fail, and makes them available for maintenance. An exception report is created which details the reasons why particular movements failed the verification.

### **Options**

#### **Select**

Use this to maintain the movement, using the EC Movement Maintenance Details window.

Select **Exit (F3)** to leave the task.

## ESL Report [32/WTP]

Use this task to produce [ESL](#) reports.

To produce a report, you must complete four basic steps:

- Select the country for which the report is to be produced.
- Define the time span covered by the report.
- Verify that all data required for the [ESL](#) in the reporting country is complete.
- Print the report, or submit it by EDI.

**Note.** From January 2021, the reporting for UK is amended and only sales from Northern Ireland to the EU will be reported; a report of sales from GB will no longer be required.

## Control ESL Reporting Selection Window

To display this window, select the [ESL](#) Report task.

Use this window to enter the country for the [ESL](#) Report.

### **Fields**

#### **Country**

Enter the country for which you want to produce the report.

Alternatively, use the prompt facility to select from the Select Country pop-up.

The report is printed in the format used by the authorities of the selected country.

---

Press Enter to validate the country code entered, and display the Control [ESL](#) Reporting Processing window.

## Control ESL Reporting Processing Window

To display this window, enter or select a country and then press Enter on the Control [ESL](#) Reporting Selection window.

Use this window to enter time span dates for the report.

### **Fields**

#### **Start Date**

Enter or select the start date for the next time span.

If this is not the first time span entered, the end date is determined according to the following rules.

- If the start date is immediately after the end of the previous time span, the end date defaults to the end of the next period.
- If the start date is in the previous time span, the previous time span is divided into two separate time spans.

#### **End Date**

This is only valid when no time spans have been defined.

Enter or select the end date of the first time span.

#### **Status**

This identifies the current condition of the report for this period. You cannot use all selections for every status. The five possible status settings are:

- Blank
- Verified
- Failed verification
- Printed
- Submitted by EDI

### **Options**

#### **Test Report**

Use this to print an [ESL](#) test report without verification.

This is available for every status.

#### **Verify**

Use this to verify that all data needed for the [ESL](#) report is present and valid.

If the status is Failed Verification, an exception report is printed, detailing the reasons for the failures. This is available if the status is either Blank or Failed Verification.

### **Display Failed Items**

Use this to display and maintain movements that caused a verification run to fail.

This is only available if the status is Failed Verification.

### **Produce Report**

The [ESL](#) report can be printed only if the status is Verified.

When the report has completed, the status will change to Printed.

### **Submit by EDI**

Use this to submit a job to transfer the data for the [ESL](#) report to the EDI application interface.

This is only valid if the status is Verified. When the job has completed, the status changes to Submitted by EDI Application Interface.

### **Audit Report**

Use this to produce an audit report of the movements that consolidate to an entry in an [ESL](#) report.

This is only valid if the status is Verified, Printed or Submitted by EDI.

### **Publish to ION**

This option will become available on screen when the country code is local.ly reporting is active against the country in an ION environment. The option will re-validate the data prior to submission with additional validation included to confirm that all details are present for creation of the LCLTradeStatistics BOD for the country selected

## **Functions**

### **Refresh (F5)**

Use this to refresh the window after a job has completed, and to show the current status of the [ESL](#) reports.

### **More Options (F23)**

Use this to see the options which are not currently displayed.

Select **Exit (F3)** to leave the task.

## **Control ESL Reporting Verification Window**

To display this window, select Verify against a time span on the Control [ESL](#) Reporting Processing window.

---

This is only available if the movement data verification run fails. The window displays the movements that caused the verification run to fail, and makes them available for maintenance. An exception report is created, which details why particular movements failed the verification process.

### **Options**

#### **Select**

Use this to maintain the movement, using the EC Movement Maintenance Details window.

Select **Exit (F3)** to leave the task.

## Export Invoice Update [41/WTP]

This task incorporates into the relevant applications any invoice details that are established during an invoice print in World Trade SPEX.

If export invoices and documentation have been generated in SPEX, an invoice number is assigned in SPEX, which differs from the invoice number assigned at Confirm [Despatch](#) in Sales Order Processing. It is possible for individual transactions to be consolidated into one line in a SPEX invoice. These individual transactions each have their own invoice numbers, allocated by the Confirm [Despatch](#) procedure.

The batch job performs two important functions. It refreshes invoices, retrospectively updating and modifying the invoice details held within applications. Items consolidated within SPEX are assigned a common invoice number. Then, the batch job initiates routines that generate postings to the Sales Ledger and General Ledger.

Select Confirm **Submit (F8)** to submit the job.

## Send Intrastat/ESL Reports [51/WTP]

This task extracts and processes all [Intrastat](#) and [ESL](#) Report data from the Application Interface Database into the EDI mailbox. When processed, the data is deleted from the Application Interface database.

Select Confirm **Submit (F8)** to submit the batch job.





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## Chapter 4 Enquiries

### Introduction to World Trade Enquiries

There are two key types of World Trade enquiries:

#### **Reference Details**

These use the same formats as the maintenance functions. Therefore, you can make the information available to users who do not have sufficient authority to carry out maintenance procedures. The enquiries are:

- Country
- Stockroom
- Customer Trade and Delivery Details
- Supplier Trade Details
- Item
- Charge/Tax Codes in Different Countries

#### **Order Override Status**

These use the same formats as the override windows. Users without the authority to override an order can therefore check on the status of selected orders. The enquiries are:

- Purchase Order Overrides
- Sales Order Overrides

These enquiries also access the order enquiries in other relevant applications - the Order Summary Enquiry from Purchase Management, and the Whole Order Enquiry from Sales Order Processing. Therefore you can monitor the status of an order without being given authority to these other applications.

### Country [1/WTE]

Use the Country Code Enquiry to view the following details:

- Information about this company in the country
- General information about a country
- [Intrastat mask](#)
- Re-definition of country codes for [Intrastat](#) and [ESL](#) reporting

## Country Code Enquiry Selection Window

To display this window, select the Country task.

Use this window to select the country that you want to display.

### **Options**

#### **Select**

Use this to display the details for a country.

#### **Reporting Country Codes**

Use this to display the country codes that will be printed in the EC reports for this country on the [Intrastat](#) Reporting Codes pop-up.

**Note:** *This is only available for those countries for which the Collect [Intrastat](#) Data field is checked.*

### **Functions**

#### **Position To (F19)**

Use this to position directly to a country that you want to maintain.

Select a country to display the Country Code Enquiry Details window.

## Country Code Enquiry Details Window

To display this window, select a country on the Country Code Enquiry Selection window.

This window displays information about this company in the selected country.

### **Functions**

#### **More Details (F10)**

Use this to display the More Details pop-up, which contains general information used when reporting to this country.

If the EC Member field is checked for your selected country, when you press Enter, the [Intrastat Reporting](#) pop-up for this country will be displayed. Otherwise, select **Previous (F12)** to return to the Country Code Enquiry Selection window.

## More Details Pop-up

To display this pop-up, select **More Details (F10)** on the Country Code Enquiry Details window.

This pop-up displays information about the selected country. All the information is for memo purposes only.

Select **Previous (F12)** to return to the Country Code Enquiry Details window.

## Intrastat Reporting Pop-up

If the country is flagged as being an EC member, you can press Enter on the Country Code Enquiry Details window to display this pop-up.

This pop-up displays the [Intrastat mask](#) for this country. The [Intrastat mask](#) defines the elements that are printed on the [Intrastat](#) report.

Select **Previous (F12)** to return to the Country Code Enquiry Details window.

## Intrastat Reporting Codes Pop-up

To display this pop-up, select a country with Reporting Country Codes on the Country Code Enquiry Selection window.

This pop-up displays the country codes used for EC reporting in the selected country.

Select **Previous (F12)** to return to the Country Code Enquiry Selection window.

## Stockroom [2/WTE]

Use this enquiry to display details of the World Trade stockroom.

These details include:

- Country
- [Region](#)
- Internal Customer

## Stockroom Details Enquiry Selection Window

To display this window, select the Stockroom task.

Use this window to select the stockroom that you want to display.

Select a stockroom to display the Stockroom Details Enquiry window.

## Stockroom Details Enquiry Window

To display this window, select a stockroom on the Stockroom Details Enquiry Selection window.

This window displays details of the selected World Trade stockroom.

Select **Previous (F12)** to return to the Stockroom Details Enquiry Selection window

## Item [3/WTE]

Use this enquiry to display details of World Trade items. These details are used for both EC reporting and export documentation.

The displayed details include:

- [Commodity code](#), class and type
- Country of origin
- Issue measurements

## Extended Item Details Selection Window

To display this window, select the Item task.

Use this window to select the item that you want to display.

### **Fields**

#### **Item**

Enter the number of the item that you want to display.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to validate the item number and display the Extended Item Details window

---

## Extended Item Details Window

To display this window, enter or select an item and then press Enter on the Extended Item Details Selection window.

This window displays details of World Trade items. These details include:

- [Commodity code](#), class and type
- Country of origin
- Issue measurements

### **Functions**

#### **Country Tax Codes (F13)**

Use this, for items sold domestically, to display the range of applicable tax codes.

Select **Exit (F3)** to leave the task.

## Item/Country Tax Code Enquiry Pop-up

To display this pop-up, select **Country Tax Codes (F13)** on the Extended Item Details window.

This pop-up displays the tax codes which apply to the item when it is sold domestically in various countries.

Select **Previous (F12)** to return to the Extended Item Details window.

## Customer [4/WTE]

This enquiry displays details of World Trade customers. These details are used for both EC reporting and export documentation.

## Customer Trade Details Selection Window

To display this window, select the Customer task.

Use this window to select the customer that you want to display.

### **Fields**

#### **Customer**

Enter the customer account number and delivery sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.  
Press Enter to validate the entries and display the Customer Trade Details Enquiry pop-up.

## Customer Trade Details Enquiry Pop-up

To display this pop-up, enter or select a customer and then press Enter on the Customer Trade Details Selection window.

This pop-up displays the World Trade Customer details for EC reporting.

These details include tax registration information and delivery information.

### **Functions**

#### **Export Details (F13)**

Use this to display the export documentation details for this customer.

Select **Export Details (F13)** to display the Export Details Enquiry pop-up.

## Export Details Enquiry Pop-up

To display this pop-up, select **Export Details (F13)** on the Customer Trade Details Enquiry pop-up.

This pop-up displays [consignee](#) details for export documentation.

### **Functions**

#### **Export Address Details (F13)**

Use this to display [consignee](#) address details for export documentation.

Select **Export Address Details (F13)** to display the Export Address Details Enquiry pop-up.

## Export Address Details Enquiry Pop-up

To display this pop-up, select **Export Address Details (F13)** on the Export Details Enquiry pop-up.

This pop-up displays further [consignee](#) details for export documentation. These details include the exporter, bank details and invoice details.

Select **Previous (F12)** to return to the Customer Trade Details Enquiry pop-up.

---

## Supplier [5/WTE]

This enquiry displays World Trade supplier details.

These details include:

- Country
- [Region](#)
- [Terms of delivery](#)
- Ports of [arrival](#) and transshipment

## Supplier Trade Details Selection Window

To display this window, select the Supplier task.

Use this window to select the supplier you want to display.

### **Fields**

#### **Supplier**

Enter the supplier account number and sequence.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Press Enter to validate the supplier number and display the Supplier Trade Details Enquiry pop-up.

## Supplier Trade Details Enquiry Pop-up

To display this pop-up, enter or select a supplier and then press Enter on the Supplier Trade Details Selection window.

This pop-up displays details of World Trade suppliers. These details include the country, [region](#), [terms of delivery](#) and port details.

Select **Previous (F12)** to return to the Supplier Trade Details Selection window.

## Charge Code/Country Tax Code [6/WTE]

This enquiry displays the tax codes that will be used when a charge is applied domestically in various countries.

## Charge Code/Country Tax Code Enquiry Window

To display this window, select the Charge Code/Country Tax Code task.

Use this window to select the charge code to display.

### **Fields**

#### **Charge Code**

Enter the charge code to be displayed.

Alternatively, use the prompt facility to select from the SUNC Miscellaneous Charge Codes pop-up.

Press Enter to display the Charge Codes Tax pop-up.

## Charge Codes Tax Pop-up

To display this pop-up, select a charge code and then press Enter on the Charge Code/Country Tax Code Enquiry window.

This pop-up displays the tax codes that will be used when a charge is applied domestically in various countries.

Select **Previous (F12)** to return to the Charge Code/Country Tax Code Enquiry window.

## Purchase Order Override [10/WTE]

This enquiry displays details of overrides to purchase order details.

These details include:

- Item
- [Terms of delivery](#)
- Country of origin
- [Region](#)
- Port of [arrival](#) and transshipment
- Ancillary price

## Purchase Order Overrides Enquiry Window

To display this window, select the Purchase Order Override task.

Use this window to select the purchase order to display.



---

## **Fields**

### **Order Number**

Enter the number of the purchase order to be displayed.

Press Enter to display the Purchase Order Overrides Details window.

## Purchase Order Overrides Details Window

To display this window, enter a purchase order and then press Enter on the Purchase Order Overrides Enquiry window.

This window displays details of overrides to selected purchase orders.

These details show the statistical procedure, as well as the disposing and acquiring countries, associated with the purchase order. For each item, the details include [terms of delivery](#), country of origin, port details, ancillary price and the nature of the transaction.

## **Functions**

### **Order Enquiry (F13)**

Use this to display the Order Summary Enquiry from Purchase Management.

Select **Exit (F3)** to leave the enquiry.

## Sales Order Override [11/WTE]

This enquiry displays details of overrides to selected sales orders.

These details include:

- Acquiring country
- [Disposal](#) country
- Item
- [Terms of delivery](#)
- Country of origin
- [Region](#)
- Port of [despatch](#) and transshipment
- Ancillary price
- Nature of the transaction

## Sales Order Overrides Enquiry Window

To display this window, select the Sales Order Override task.

Use this window to select the sales order that you want to display.

### **Fields**

#### **Order Number**

Enter the sales order number to display.

Press Enter to display the Sales Order Overrides Enquiry Details window.

## Sales Order Overrides Enquiry Details Window

To display this window, enter a sales order and then press Enter on the Sales Order Overrides Enquiry window.

This window displays sales order override details.

These details show the acquiring country for the sales order. For each item, the details include statistical procedure, [disposal](#) country, [terms of delivery](#), country of origin, port details, ancillary price and the nature of the transaction.

#### **Order Enquiry (F13)**

Use this to display the Whole Order Enquiry from Sales Order Processing.

Select **Exit (F3)** to leave the enquiry.

---

## Chapter 5 Reports

### Range of Reports

World Trade has a full range of status and management reports. The status reports list data from the following reference files:

- Items
- Customers
- Suppliers
- World Trade Movements:
  - EC Movements Listing
  - Register of Temporary Movements

The management reports are designed to provide details on the tax position of the company, the tax return of the company (multi-currency if required) and on the relation between export invoices and applications. These reports are:

- Invoice Number Audit Report
- Tax Postings Reconciliation Report
- Tax Postings Reconciliation Report
- Currency Tax Report

### Movements Report [1/WTR]

This report lists all the intra EC movements of goods recorded in World Trade. It is not a statutory report. The report details the aspects of an EC movement that you can maintain within World Trade.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132

- New Page - Page overflow
- Totals - None
- Sequence - To country

## Movement Reporting Window

To display this window, select the Movements Report task.

Use this window to define movements listed in the report.

### **Fields**

#### **From Country**

Enter a country from which the movements of goods take place.

Alternatively, use the prompt facility to select from the Select Country pop-up.

#### **To Country**

Enter a country to which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

#### **Source**

Select a source to restrict the reported movements to those generated within a particular application.

The options are:

Service Management (J)

Manual Movements Enter in WT (M)

Purchase Management (P)

Sales Order Processing (S)

Distribution Orders from DRP or WT (T)

#### **Movement Date From/To**

Enter or select the range of movement dates to include.

#### **Invoice Date From/To**

Enter or select the range of invoice dates to include.

#### **Tax Point Date From/To**

Enter or select the range of tax point dates to include.

**Note:** Leave all these fields blank if you want to generate a report listing all movements maintained within World Trade.

Select **Submit (F8)** to submit the batch printing job.

---

## Invoice Audit [2/WTR]

This report lists all the Sales Order Processing invoice numbers that have been consolidated into a single World Trade invoice number. Consolidation can occur when printing export invoices within World Trade SPEX.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - World Trade invoice number

## Invoice Audit Window

To display this window, select the Invoice Audit task.

Use this window to define the invoices to include in the report.

### **Fields**

#### **Print Invoices After**

Enter or select the date after which consolidated invoices should be included.

Select **Submit Report (F8)** to submit the report for batch printing.

## Tax Postings Reconciliation [3/WTR]

This report prints a reconciliation between the postings made in the World Trade Tax accruals process and the tax postings made as part of the final invoice posting. These may be different, either because a variation in exchange rates has occurred, or because the invoice value was different from the order value and the latter was used as the basis for the accrual.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - General Ledger session number

## Reconciliation of Tax Transactions Window

To display this window, select the Tax Postings Reconciliation task.

Use this window to define which General Ledger document references or World Trade session number to list.

### **Fields**

#### **Range of General Ledger Document References From/To**

Enter the range of General Ledger document references to include.

To start the search from the first reference, either enter \*FIRST in the From field or leave the field blank.

To end the report at the last reference, either enter \*LAST in the To field or leave the field blank.

#### **World Trade Session Number**

Enter the World Trade session number to process.

Enter \*LAST to specify the last session run in World Trade.

**Note:** *If you enter no selection criteria, the report will include all GL document references.*

Press Enter to confirm selection for the report. Then select **Submit Job (F8)** to submit the report for printing in batch.

## Movements Register [4/WTR]

This report prints a register of temporary movements. It is based on values entered in the Movement Reference field in Movement Maintenance. This links either a sales order for a return of goods with a purchase order for a temporary inward movement; or a purchase order for a return of goods with a sales order for a temporary outward movement.

To do this, enter, within Movement Maintenance, the order number of the first movement, concatenated with the relevant line number, to create the movement reference for the second movement record.

This is a temporary movement report, and therefore only sales order movements with a [nature of transaction](#) equal to 40 (movement before process/repair), and purchase order movements with a [nature of transaction](#) equal to either 50 (movement after process/repair) or 58 (process value) are selected.

**Example:** Movement from Stockroom A to Stockroom B for repair:

Process a sales order from Stockroom A, detailing the goods to be moved. Process a purchase order to receive the goods into Stockroom B. Maintain purchase order and sales order overrides to make sure that the correct [nature of transaction](#) is showing (in this case 40).

---

Finally, update the movement reference field of the movement record for the second movement, the purchase. The appropriate entry is the sales order number concatenated with the line number on the order that detailed the goods being moved for repair.

- Sales order number - 00000121
- Sales order line - 002
- Purchase order number - P001934
- Movement reference field:
  - Sales order - blank
  - Purchase order - 00000121002

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Order number

## Movement Register Window

To display this window, select the Movements Register task.

Use this window to define the report in terms of the country into which or from which the temporary movements took place, and the time when these movements occurred.

### Fields

#### **Country**

Enter the country on which to report.

Alternatively, use the prompt facility to select from the Select Country pop-up.

#### **Type**

Select one of the following:

Movement of goods to selected country (1)

Movement of goods from selected country (2)

#### **Date Range of Primary Movement**

Enter the range of dates of the primary movements to include in the report.

Select **Submit (F8)** to validate the selection criteria and to submit the report as a batch job.

## Invoice Postings Reconciliation [5/WTR]

This report prints a list of all the tax transactions in General Ledger during a specified period of time. The list links the tax transactions with the appropriate World Trade movements.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Tax point date

## Invoice Postings Tax Reconciliation Window

To display this window, select the Tax Postings Reconciliation task.

Use this window to define the range of dates for which tax postings are to be included in the report.

### Fields

#### **Range of Tax Dates From/To**

Enter the range of tax point dates on which the tax transactions would have been posted to the General Ledger.

Press Enter to validate and confirm the selection criteria and then select **Submit (F8)** to submit the report.

## Tax Analysis by Period and Currency [6/WTR]

This report prints a version of the General Ledger Tax Subsystem report in a selected currency. All prime currency amounts are converted to the reporting currency using the Customs and Excise exchange rate code. This report can produce a tax return in a currency other than the General Ledger base currency.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None



- Sequence - Tax Code

## Tax Report by Period and Reporting Currency Window

To display this window, select the Tax Analysis by Period/Currency task.

Use this window to produce a tax return, in a specified currency, for selected tax periods. The currency exchange rate that you are currently using for Customs and Excise purposes is displayed at the bottom of the window.

### **Fields**

#### **Range of Tax Periods From/To**

Enter the range of tax periods the report is to cover.

#### **Detailed Report**

Use this checkbox as follows:

Unchecked - To produce a summary report

Checked - To produce a detailed report

#### **Reporting Currency**

Enter the currency for the report.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Press Enter to validate and confirm the selection criteria. Then select **Submit (F8)** to submit the report to print in batch.

## Held Invoices - Report Only [7/WTR]

This report prints a list of invoices that have failed validation, detailing the invoice numbers and the reasons for rejection. When invoices are passed from World Trade to SPEX for printing, a currency conversion involving the Euro may be required. If no Euro exchange rate exists, the invoices requiring conversion are rejected and written to a hold file for reporting. When the report has been run, the rejected invoices remain on the hold file.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None

- Sequence - Invoice number

There are no selection criteria for this report.

Select Confirm **Submit (F8)** to run the print job in batch.

## Held Invoices - Report and Purge [8/WTR]

This report prints a list of invoices that have failed validation, detailing the invoice numbers and the reasons for rejection. When invoices are passed from World Trade to SPEX for printing, a currency conversion involving the Euro may be required. If no Euro exchange rate exists, the invoices requiring conversion are rejected and written to a hold file for reporting. When the report has been run, the rejected invoices are removed from the hold file.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Invoice number

There are no selection criteria for this report.

Select Confirm **Submit (F8)** to run the print job in batch.

---

## UK Tax Return to Intrastat Reconciliation [9/WTR]

This function prints details of discrepancies between what was reported in Boxes 8 & 9 of the UK tax return and the [Intrastat](#) reports.

It uses the GL parameters BOX8 and BOX9 which hold the VAT codes which have been included in your report, which are then used in the selection of VAT transactions used in the reconciliation

It assumes that the base and reporting currencies for the GB country are the same.

### **Fields**

#### **Range of Tax Periods From/To**

Enter the range of tax periods the report is to cover.

or

#### **Range of GL Periods From/To**

Enter the range of GL periods the report is to cover.

#### **Range of Intrastat Periods From/To**

Enter the range of intrastat periods the report is to cover

#### **Print all transactions**

Use this checkbox as follows:

Unchecked (default) – Reports will be produced for exceptions only

Checked – Reports will be produced for selected tax transactions and world trade records, as well as exceptions

#### **Save details to files**

Use this checkbox as follows:

Unchecked (default) – Reports will be produced.

Checked – Reports will be produced and details kept in a database files that may then be extracted for further analysis.

Select Confirm **Submit (F8)** to run the print job in batch.



---

## Chapter 6 World Trade Catch-up

### Introduction to World Trade Catch-up

World Trade Catch-up gathers the data that you require in order to print [Intrastat](#) and [ESL](#) reports for movements of goods that occurred before you installed World Trade. It also verifies that the tax codes determined by Sales Order Processing and by either Purchase Management or Accounts Payable, since 1<sup>st</sup> January 1993, are the same as those that the tax code determination routines in World Trade would have applied.

The World Trade Catch-up programs establish which transactions World Trade should create retrospectively. The programs also include reports that list discrepancies between tax posted to the ledgers since 1<sup>st</sup> January 1993 and the tax that World Trade would have recommended.

**Note:** *Run the World Trade Catch-up tasks only when you install World Trade.*

Before you run these programs, you must create the World Trade customers, suppliers, stockrooms and World Trade extension data. If you do not do this, the transactions written to World Trade will fail the [Intrastat](#) reporting verification procedure.

The default mode of transport on the World Trade company profile will be the one that all purchase movements will use. The structure of the Goods In file means that certain information will be summarised. For example, returns on the same day as the original goods in movement will generate only one summary movement.

You should run the tasks that perform the Catch-up in the following sequence:

1. Enter all master file data.  
Refer to the documentation in the Maintenance chapter.
2. Run the standard start-up task.  
Refer to the documentation in the Utilities chapter.
3. Run the Extract Sales Movements task, Create [Disposal](#) Movements from World Trade, or Print Invoices from the Sales Order Processing Reports.
4. Run the Catch-up tasks in any sequence you prefer.

## Purchase Movement Catch-up [1/WTC]

This task reviews the Goods In file for movements of goods after a specified date, and creates an EC movement record for each intra-EC movement.

You can use this to produce the [acquisition](#) side of the [Intrastat](#) reports for the retrospective periods.

## Catch-up Purchase Movement Pop-up

To display this pop-up, select the Purchase Movement Catch-up task.

Use this pop-up to specify the start date for the query. The program reviews the Goods In file to identify movements of goods after the specified date, and to create all the necessary movement records.

### **Fields**

#### **Process Movements After**

Enter the date after which the program will extract EC movements from the Goods In file.

Press Enter to validate the date that you entered, then select **Confirm Submit (F8)** to submit the report.

## Verify Purchase Tax Codes [2/WTC]

The tax code verification reports identify transactions for which the actual tax posted is not the same as that which would have been posted with World Trade attached. You should use these reports as part of installing World Trade, so that if you identify transactions with incorrect tax postings, you have the opportunity to make correcting journal entries.

This report reviews all movements in World Trade that have originated from the Purchase Management system and have been processed by the invoice matching routines.

The report attributes are:

- Frequency - At point of installation
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - For each invoice
- Selection - None
- Sequence - Invoice number

Select **Confirm Submit (F8)** to submit the report as a batch job.

---

## Sales Order Movement Catch-up [3/WTC]

Use this procedure to review historical transactions that originated in the Sales Order Processing application and appear in the World Trade database. The program creates EC movements, where appropriate, for [despatches](#) recorded after the date entered in the Installation procedures from within World Trade Utilities; that is, after the date used in the Flag Invoices as Movements Created procedure.

This procedure produces the [disposal](#) side of the [Intrastat](#) reports for the retrospective periods.

Select **Confirm Submit (F8)** to submit the report as a batch job.

## Verify Sales Order Tax Codes [4/WTC]

The tax code verification reports identify transactions for which the actual tax posted is not the same as that which would have been posted with World Trade attached. You should use these reports as part of installing World Trade, so that if you identify transactions with incorrect tax postings, you have the opportunity to make correcting journal entries.

This report calculates, for each invoice line [despatched](#) after the entered date, the tax code and values that would have been posted with World Trade attached. A difference between these values causes a line to be printed in the report.

The report attributes are:

- Frequency - At point of Installation
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Invoice number

## Verify Sales Tax Pop-up

To display this pop-up, select the Verify Sales Order Tax Codes task.

This pop-up prompts for a [despatch](#) date after which the verification in Sales Order Processing will begin.

### **Fields**

#### **Process Despatches After**

Enter the start date for the report.

The report selects any sales invoice lines [despatched](#) after this date, and for which the actual tax details are not the same as the tax code that World Trade recommends.

Select **Confirm Submit (F8)** to submit the report as a batch job.



---

## Chapter 7 Utilities

### Introduction to World Trade Utilities

World Trade Utilities help with set up, housekeeping and database integrity. Many of these procedures require exclusive use of the company or sometimes the entire application to run. It is strongly recommended that you should restrict the authority to run these procedures to a small number of people (two to three) who have responsibility for the entire system.

An error message is returned if access to a procedure is denied. An explanation for the denial will also be given. A common reason for denial is that jobs have finished without de-allocating resources.

The most likely causes of this situation would be the cancellation of jobs whilst they are active or on the job queue, or a system crash having occurred. You can overcome this situation by using the Verify Allocations task within Application Manager Utilities.

### World Trade Company Profile [1/WTU]

Use this task to create a World Trade company profile, which defines default information for the operation of World Trade.

You need to create a World Trade company for each Inventory Management company that requires either EC Reporting or Export Documentation.

The company code must be the same as the Inventory Management company code.

### Company Profile Maintenance Selection Window

To display this window, select the World Trade Company Profile task.

Use this window to select the company profile you want to maintain.

#### **Fields**

### **Company**

Enter the Inventory company code for which you wish to create a World Trade company.

Select the company you wish to maintain, or enter a company and then press Enter to display the World Trade Company Maintenance window.

## World Trade Company Maintenance Window

To display this window, select a company or enter a company and then press Enter on the Company Profile Maintenance Selection window.

Use this window to enter the details for the selected World Trade company.

### **Fields**

#### **Use EC Tax Calculations**

Use this checkbox as follows:

Unchecked - To use the standard Sales Order Processing calculations to determine the tax

Checked - To use the World Trade Tax calculations

These calculations determine the tax code by comparing To and From countries for each invoice line. They use the Tax Code Determination routines to calculate tax within the EC.

#### **Collect Acquisition Data**

Use this checkbox as follows:

Unchecked - If you do not want to collect [acquisition](#) data for this company

Checked - To collect data for the inward [Intrastat](#) report through the standard interfacing routines

#### **Collect Disposal Data**

Use this checkbox as follows:

Unchecked - If you do not want to collect [disposal](#) data for this company

Checked - To collect data for the outward [Intrastat](#) and [ESL](#) reports through the standard interfacing routines

**Note:** *If you check these three fields, you effectively activate World Trade.*

#### **Default Acquisition Terms**

Enter the [terms of delivery](#) to use for [acquisitions](#) on the [Intrastat](#). You can override these at the supplier or order level.

Alternatively, use the prompt facility to select from the [Terms of Delivery](#) pop-up.

#### **Default Disposal Terms**

Enter the [terms of delivery](#) to use for [disposals](#) on the [Intrastat](#). You can override these at the customer or order level.

---

Alternatively, use the prompt facility to select from the [Terms of Delivery](#) pop-up.

### **Default Port of Arrival**

Enter the port of [arrival](#) to use for [acquisitions](#) on the [Intrastat](#). You can override these at the supplier or order level.

Alternatively, use the prompt facility to select from the Ports pop-up.

### **Default Port of Despatch**

Enter the port of [despatch](#) to use for [disposals](#) on the [Intrastat](#). You can override these at the customer or order level.

Alternatively, use the prompt facility to select from the Ports pop-up.

### **Default Mode of Transport**

Enter the default mode of transport to use in the Goods Inwards process.

Alternatively, use the prompt facility to select from the [Despatch](#) Method pop-up.

### **Non-UK Reporting**

Use this checkbox as follows:

Unchecked - Not to allow users to enter the maintenance information required for [ESL](#) and [Intrastat production](#)

Checked - To display the extra fields so that users can run [Intrastat](#) and [ESL](#) reporting for other EC countries

### **Use UK Nature of Transaction**

Use this checkbox as follows:

Unchecked - Not to print a [nature of transaction](#) code on [Intrastat](#) reports

Checked - To print two-digit [nature of transaction](#) codes on the [Intrastat](#) report

**Note:** *This generates a UK format for reporting. Use this for any company reporting in the UK format.*

### **Display Only EC Countries**

Use this checkbox as follows:

Unchecked - To display by default all countries when you enter item and country tax codes

Checked - To display by default only EC countries when you enter item and country tax codes

### **Default Country Code**

Enter the default country for all stockrooms, customers, delivery addresses, suppliers and [despatch](#) addresses. You can override this with the World Trade extension record for each.

Alternatively, use the prompt facility to select from the Select Country pop-up.

### **Tax Point Day**

Enter the day of the month following [acquisition](#) to use as the tax point if you do not receive an invoice for a particular movement. The tax point date is the date from which tax is accrued.

### **Report Zero Value Transactions**

#### **Use this checkbox as follows:**

Unchecked (default) - Do not print award items on the [ESL](#) report.

Checked - Print award items on the [ESL](#) report.

### **Report Intrastat on Receipt**

#### **Use this checkbox as follows:**

Unchecked (default) – Use tax point day as the reporting date for [Intrastat](#).

Checked – Use movement day as the reporting date for [Intrastat](#).

### **Current UN Invoice No Prefix**

This field is for display only. This is the letter prefixing the invoice numbers.

### **General Ledger Company**

This field is for display only. This is the GL company to which World Trade interfaces, to allow the tax postings.

### **From UN Invoice No Prefix/To UN Invoice No Prefix**

Enter the range of letters to prefix UN-aligned invoice numbers.

For example, if you set the From number to A, and the To number to G, the first invoice number is A000001, the second A000002, and so on up to A999999; the last invoice number is G999999.

### **Last Used UN Invoice Number**

Enter the last used UN-aligned invoice number.

### **Next Document Reference**

Enter the next document reference to use when posting tax from World Trade into the General Ledger.

### **Suspense Account**

Enter the General Ledger account to use to balance the journal if tax must be posted for EC supplies in the accrual process.

Alternatively, use the prompt facility to select from the Select Suspense Account pop-up.

If you have allocated extension codes to your selected account in the General Ledger Chart of Accounts Setup, you must select a code from the displayed Select Extension Code Extension Code pop-up. Extension codes are for analysis and enquiry purposes.

### Despatch Shipment Creation

Use this field to specify whether to create a shipment for a particular [despatch](#). If a shipment is created, Sales Order Processing does not print an invoice but World Trade produces a UN-aligned invoice in the Export Documentation set.

Select one of the following:

No shipments - To suppress the creation of a shipment for a [despatch](#)

Export outside EC - To create a shipment if the acquiring and disposing countries are different, and at least one of them is not in the EC

All exports - To create a shipment if the acquiring and disposing countries are different

All [despatches](#) - To create a shipment for every [despatch](#)

**Note:** *If you set this field to anything but No shipments, you may stop some or all invoicing through Sales Order Processing. There may be no updates to Sales Ledger, Advanced Financial Integrator and General Ledger, and no invoices produced.*

### Shipment Invoice Pricing

Select one of the following:

[Supply](#) order price - If the invoice is to carry the price of the [supply](#) order

Demand order price - If the invoice is to carry the price of the demand order

### SPEX Version Installed

Enter one of the following:

00 (default) - If you do not have SPEX installed

01 - If you are running a version of SPEX that supports documentation prior to [despatch](#). A window is displayed, allowing you to enter parameters specific to the later SPEX version.

02 - If SPEX for Windows is installed

Alternatively, use the prompt facility to select from the SPEX Version pop-up.

Press Enter to check that you have completed all necessary fields. Then press Enter again.

If the GL Suspense Account has extension codes, the Select Suspense Account Extension Code pop-up is displayed.

If you set the SPEX Version Installed field to 01, the SPEX Details pop-up is displayed.

Otherwise, this saves all the details and returns to the Company Profile Maintenance Selection window.

## Select Suspense Account Extension Code Pop-up

This pop-up appears automatically when you select a GL Expense account with extension codes and then press Enter on the World Trade Company Maintenance window.

Use this pop-up to select the extension code for the GL account.

### **Fields**

#### **Corporate**

Select the required code.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

Press Enter to save all the company profile details and to return to the Company Profile Maintenance Selection window.

## SPEX Details Pop-up

This pop-up is displayed automatically if you set the SPEX Version Installed field to 01.

Use this window to enter the details required by the later versions of SPEX.

### **Fields**

#### **Scheduling Shipment Prefix**

This field is displayed only if you have installed Vendor Scheduling.

Enter the letter to prefix the consignment note number for pre-[despatch](#) shipments based on consignments. This distinguishes these invoices from the normal post-[despatch](#) shipment references.

**Caution:** You cannot change the value of this field after you have saved this information.

#### **Transaction Date Policy**

Enter the policy to define the default dates within SPEX and System21 when the Control and Audit field is set to Checked.

Enter one of the following:

01 - You cannot override the document dates in SPEX, and the system is unchanged.

02 - Wherever a document date is displayed, it defaults to the date of the previous step. You can, therefore, prepare documentation in advance. For example, you can produce shipping documentation on Friday evening for [despatch](#) on the following Monday. Confirm [Despatch](#) would default to Monday's date.

Alternatively, use the prompt facility to select from the SPXD SPEX Transaction Date Policy pop-up.

**Note:** Change the policy from 01 to 02 only when you have processed all shipments within the SPEX interface file to completion. You can change from 02 to 01 at any time.

#### **Pre-Despatch Shipments**

Enter one of the following to indicate when to create pre-[despatch](#) shipments on SPEX:

No shipment to be created (1) - No shipments will be created

Create shipments on export outside EC (2) - This creates a shipment only if the acquiring and disposing countries are different and at least one of them is not in the EC.

Create shipments (export/intra EC) (3) - This creates a shipment if the acquiring and disposing countries are different, whether or not one or both of the countries are in the EC.

Create shipments for all [despatches](#) (4) - Shipments will be created for all [despatches](#)

**Note:** This field is totally independent of the [Despatch](#) Shipment Creation field on the World Trade Company Maintenance window. You can also modify this function via the SPEX company profile, where you can specify any combination of whole, part, pick and consignment shipments.

### Activate Control and Audit

Use this checkbox as follows:

Unchecked - Not to record status information for processed shipments

Checked - To record status information for shipments processed through SPEX and System21

This function can:

- Provide warning messages in Confirm [Despatch](#)
- Store overridden dates in SPEX, and set usage as defaults in System21
- Run an enhanced shipment query within SPEX
- Record audit information

**Note:** You can switch the field on or off at any time. Be aware, however, that if you switch the field on, then off, then on again, the shipments processed when the field was switched off will be at a different status from those recorded in the shipment control information. This could result in the issue of inappropriate warning messages.

**Note:** This problem does not exist when all shipments processed during the time that the field is switched off are processed through Confirm [Despatch](#).

Select **Update (F8)** to save the information.

## De-allocate a Failed WT Session [20/WTU]

If the system fails while running tax accruals posting, use this task to reverse or de-allocate the accrual and tax postings. This returns the system to its previous state, before the posting task was selected.

After the session has been de-allocated, you must process the postings again.

You must know the World Trade session number and the World Trade company for the failed session. You can find these by using the Session/Transaction Enquiry in the General Ledger. Prompt on the Session field on the Criteria Specification window to display a list of the GL sessions. On the right-hand side of this list is a reference to the source application and company that created the GL session. A source system session number is assigned from the GL as a cross-reference to

the GL session. A source system session number against application WT is therefore a World Trade session number. This is the number that you need to specify when de-allocating the failed session.

## De-allocate Failed Session Window

To display this window, select the De-allocate a Failed WT Session task.

Use this window to select the company and session in use at the point of failure.

### **Fields**

#### **World Trade Company**

Enter the World Trade company in use during the failed session.

#### **WT Session Number**

Enter the World Trade session number of the failed session.

Press Enter to check the company and session number, and the status of the selected session. This makes sure that a successful accruals and tax posting session is not reversed. Then select **Submit (F8)** to de-allocate the session and to submit the report.

## Archive Sales Order Overrides [21/WTU]

This task archives all sales order override details from the live data file, for orders that have already been archived within Sales Order Processing.

### **Technical Note**

This archive routine updates the World Trade Sales Order Override History data file (WTP85H) within World Trade.

Select Confirm **Submit (F8)** to submit the batch job.

## Archive Purchase Order Overrides [22/WTU]

This task archives all purchase order override details from the live data file, for orders that have already been archived within Purchase Management.

**Note:** *This archive routine updates the World Trade Purchase Order Override History data file (WTP80H) within World Trade.*

Select **Confirm Submit (F8)** to submit the batch job.



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## Archive World Trade Movements [23/WTU]

Use this task to archive EC movements from the live data file. Only movements for which all processing has been completed in both World Trade and in the source application will be archived.

**Note:** This archive routine updates the World Trade Movement History data file (WTP90H) within World Trade.

## Archive World Trade Movements Window

To display this window, select the Archive World Trade Movements task.

This task archives EC movements on or before a specified tax point date and all charge movements on or before another specified tax point date. Override details for any sales orders or purchase orders associated with the movement will also be archived.

**Note:** *These dates do not need to be the same.*

### Fields

#### **Archive Movements with Taxpoint On or Before**

Enter or select the required tax point date for movements.

#### **Archive All Charge Movements with Taxpoint On or Before**

Enter or select the required tax point date for charge movements.

**Note:** *You do not need to enter both dates.*

Press Enter to validate the tax point date(s) and then select **Submit (F8)** to submit the report.

## Archive Shipments [24/WTU]

Use this task to archive export shipments from the live data file to the associated historical data file.

**Note:** *Only shipments for which all processing has been completed will be archived.*

**Note:** *This archive routine updates the World Trade Shipment History data files (WTP74H, WTP78, SSHP01 and SSUM01) within World Trade.*

## Request Shipment Deletion Window

To display this window, select the Archive Shipments task.

Use this window to restrict the archive to shipments that were completed on or before the date entered.

## **Fields**

### **Archive Shipments Completed Before**

Enter or select the date on or before which you want to archive shipments.

Select **Confirm Deletion (F11)** to validate the date entered and to submit the batch job for processing.

## Archive Shipment Control File [25/WTU]

Use this task to archive the shipment control data from the live data file to the associated historical data file.

**Note:** *Only shipments for which all processing has been completed will be archived.*

## Shipment Control File Archive Window

To display this window, select the Archive Shipment Control File task.

Use this window to restrict the archive to shipments completed on or before the date specified.

## **Fields**

### **Archive Shipments Completed On or Before**

Enter or select the date on or before which you want to archive shipments.

Press Enter to validate the date entered and then select **Submit (F8)** to submit the report

## Field Invoices as Domestic [30/WTU]

By examining the invoice header records, this task ensures that no shipments are created for [despatches](#) that have already been processed.

**Note:** *Only run this task as part of the installation process.*

## Change Status Field - Invoice Header Pop-up

To display this pop-up, select the Field Invoices as Domestic task.

Use this pop-up to specify a date on or before which invoices are to be flagged. As each record is flagged, the program increments a count of updated records and displays the current count on the window.

### **Fields**

#### **Date**

Enter or select the date on or before which all [despatches](#) are to be updated.

Press Enter to validate the date and to start an interactive update of the invoices.

## Field Invoices as Movements Created [31/WTU]

By examining individual invoice lines, this task ensures that no EC movements are created for [despatches](#) that have already been processed.

**Note:** *Only run this task as part of the installation process.*

## Change Status Field - Invoice Lines Pop-up

To display this pop-up, select the Field Invoices as Movements Created task.

Use this pop-up to specify a [despatch](#) date on or before which invoice lines are to be flagged. As each record is flagged, the program increments a count of updated records and displays the current count on the pop-up.

### **Fields**

#### **Date**

Enter or select the date on or before which all [despatches](#) are to be updated.

Press Enter to validate the date entered, and to start an interactive update of the selected records.

## Field Charges as Movements Created [33/WTU]

This task makes sure that no charge movements are created for [despatches](#) that have already been processed.

**Note:** *Only run this task as part of the installation.*

## Change Status Field - Charges Pop-up

To display this pop-up, select the Field Charges as Movements Created task.

Use this pop-up to specify a [despatch](#) date on or before which invoice lines relating to charges are to be flagged. As each record is flagged, the program increments a count of updated records and displays the current count on the pop-up.

### **Fields**

#### **Date**

Enter or select the date on or before which all [despatches](#) are to updated.

Press Enter to validate the date and to start an interactive update of the selected records.

**Acquisition**

An acquisition is when a company receives goods. In World Trade the term is used generically for acquisitions and supplies.

**Arrival**

Arrival is the Intrastat term for goods received in a member state.

**Ancillary Value**

This value is required on the Intrastat return in certain member states. For arrivals it is the CIF value and for disposals it is the FoB value.

**C88**

See SAD

**CAP**

Common Agricultural Policy

**Commodity Code**

This is a unique code applied to a class of goods, also known as the tariff code. The first eight digits are used on the Intrastat report, and the remaining digits provide the full information for CAP and exports outside the EC.

**Commodity Type**

The commodity type identifies an item if, for example, it is a genuine item or a service.

**Consignee**

This is a term used in World Trade SPEX to denote a customer's delivery address.

**Customs and Excise Price**

This is the price used to calculate Intrastat values, if no order or invoice value is available.

**Despatch**

Despatch is the Intrastat term for goods sent to another member state.

**DGN**

Dangerous Goods Note

**Disposal**

This is the generic World Trade term for despatches and supplies.

### **Distance Selling**

This is selling to persons not registered for tax in other EC member states.

### **Distance Selling Threshold**

This is the threshold above which distance sales must be taxed at the rate of tax applicable to the destination, rather than the origin, of the goods. This threshold is set by the authorities of each country.

### **EC**

European Community

### **ECSI**

Export Cargo Shipping Instructions

### **EFTA**

European Free Trade Association

### **ESL**

EC Sales List

This report lists sales to other EC countries.

### **EU**

European Union

### **IATA**

International Air Transport Authority

### **IB**

Intervention Board (for agricultural products)

This is also known as IBAP.

### **ICAO**

International Civil Aviation Organisation

### **IMO**

International Maritime Organisation

### **Intrastat**

Also known as an SSR (Supplementary Statistical Return) or SSD (Supplementary Statistical Declaration)

A list of intra-EC movements of goods by commodity code

### **Intrastat Mask**

This is the method, in World Trade, of defining the elements to report on an Intrastat.

### **Nature of Transaction**

A two-character code shown on the Intrastat to indicate that a particular movement of goods is a sale, or a lease, and so on

**Process Indicator**

This is a flag on the ESL that indicates if goods are moving to or from sub contract work.

**Product**

This is the World Trade SPEX term for an Inventory item.

**Region**

This is an element on the Intrastat. For acquisitions, this is the region where the goods will arrive, and for disposals it is the region of despatch.

**SAD**

Single Administrative Document

This is the customs document used for EC imports and exports.

**Second Quantity**

This is a quantity that must be on the Intrastat, in addition to kilos, for certain commodity codes.

**Shipping Ladder**

This is a quick way of moving around shipment panels in order to access a particular shipment.

**Siret Number**

This is a company number allocated by the French authorities.

**SITPRO**

This is a DTI activity, tasked with simplifying international trade.

**SSD**

See Intrastat.

**SSN**

Standard Shipment Note

**SSR**

See Intrastat.

**Supply**

This is a movement of goods on which tax is payable.

**Tariff Code**

See Commodity Code.

**Terms of Delivery**

These are the trading terms between two companies; for example, EXW (Ex-works) indicates that the customer is responsible for all transport.

**UN**

United Nations

**V5**

This is the standard export invoice format produced. It is SITPRO aligned to give maximum acceptability to overseas customs administrations.

The V5L and the V5C are associated formats with different uses. The V5L has more space for invoice lines, and less for declarations. The V5C is used, for large shipments, as the continuation sheet(s) for either a V5 or a V5L.

**wcqutf**

Decimal place headings, weights, cubes, quantities, unit prices, total amounts and statistical value (FoB).