

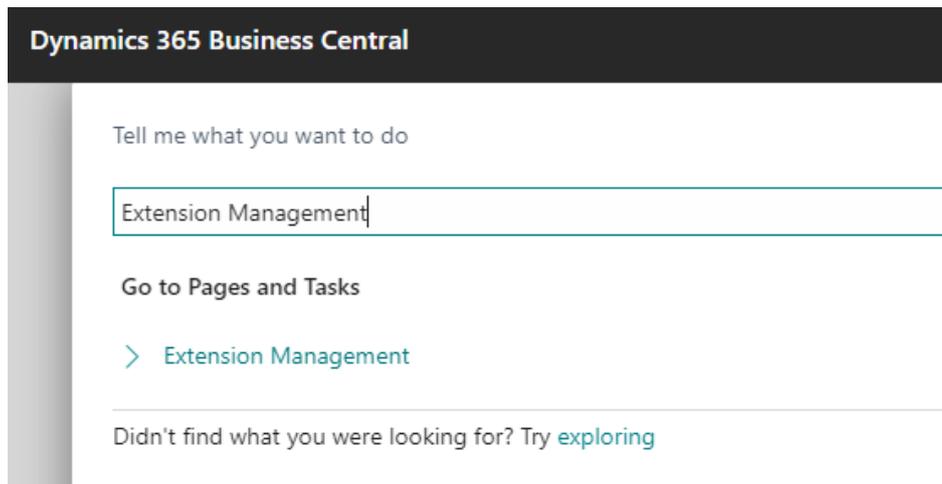
**Advania Customs Import**  
Setup and instructions

# Advania Customs Import

## 1. SETUP

### Customs Import Installation

Before we start using Customs Import solution, we need to check if the extension for the current version is installed. We can verify this by typing *Extension Management* in the Tell Me search box and opening **Extension Management** page.



*Tell Me search*

If the extension is not installed, we need to install it by selecting *Manage* and *Install*.

Extension Management | Work Date: 4/6/2020

Search **Manage** Open in Excel More options

Extension Marketplace Deployment Status Uninstall Configure Learn More

Upload Extension **Install** Unpublish Download Source Refresh

Installed	Advania Banking Claims	v. 17.0.0.0
Installed	Advania Banking Credit Card Collections	v. 17.0.0.0
Installed	Advania Banking Payments	v. 17.0.0.0
Installed	Advania Banking Payments Unit Tests	v. 17.0.0.0
Installed	Advania Banking Reconciliation	v. 17.0.0.0
Installed	Advania Banking Services	v. 17.0.0.0
Installed	<b>Advania Customs Import</b>	<b>v. 17.0.0.0</b>
Installed	Advania Electronic Document Exchange	v. 17.0.0.0
Installed	Advania Electronic Document Exchange Unit Tests	v. 17.0.0.0
Installed	Advania IS Reports	v. 17.0.0.0
Installed	Advania IS Reports Unit Tests	v. 17.0.0.0
Installed	Advania IS365	v. 17.0.37.0

Extension management

## Role Center

The easiest way to access all objects from Customs Import solution is to apply *Advania Customs Import* role center, which can be set up on **My Settings** page.

Edit - My Settings

Role ..... Advania Customs Import

Company ..... CRONUS IS

Work Date ..... 4/6/2020

Region ..... English (United States)

Language ..... English (United States)

Time Zone ..... (UTC+01:00) Amsterdam, Berlin, Bern, Ro...

Notifications ..... Change when I receive notifications.

Your last sign in was on 01/22/21 11:15 AM.

Available Roles

- Display Name
- Advania Online Payments
- Advania Subscription
- Advania Bank Account Reconciliation
- Advania Payroll
- Advania Bank Solutions
- Advania Online Banking Service
- Advania Customs Import**
- Company Hub
- Advania Electronic Document Exchange
- Advania Online Claims
- Advania Main Menu
- Test Role Center
- Advania Banking Credit Card Collections
- Accountant
- Business Manager

OK Cancel

My Settings / Available Roles

CRONUS IS | Import ▾ | Posted Documents ▾ | Setup ▾ | ☰

G/L Registers | Items | Vendors | Purchase Orders | Purchase Invoices | Purchase Credit Memos

Actions

- + Duty Document > Setup > Report Selection > Job Queue Entries | Inventory - Availability Plan | Inventory Cost and Price List
- + Purchase Order > Import Messages > Navigate | Vendor - Top 10 List | Inventory Purchase Orders | Insurance Report
- + Purchase Invoice > EDI Import > Dispatcher Log | Vendor/Item Purchases | Inventory - Vendor Purchases

Insights

Activities

Import processing

In Process: 0 | Unposted: 0

In EDI

Unposted Sent: 0 | Unposted Sent: 0

Receipt and Purchase

Unposted Received: 0 | Unposted Post Receipt: 0

Purchase Performance ▾  
DEFAULT | Day (Updated 3:32:51 PM)

There is nothing to show in this view.

My Vendors ▾

Vendor No. ↑	Phone No.	Name
10000		Fabrikar
20000		First Up
30000		Graphic
40000		Wide W
50000		Nod Pul

My Items ▾

Item No. ↑	Description
1895-S	ATHENS-skrifborð
1900-S	PARIS-stóll, svartur

Advania Customs Import RC

## Customs Import Setup Data

In order to download necessary setup data for Customs Import solution, we need to enable the solution first. We can do this by selecting *Import Setup* page from the *Setup* dropdown in role center or using Tell Me search.

Central

CRONUS IS | Import ▾ | Posted Documents ▾ | Setup ▾ | ☰

G/L Registers | Items | Vendors | Purchase Orders | Purchase Invoices | Purchase Credit Memos

Actions

- + Duty Document > Setup > Report Selection > Job Queue Entries | Inventory - Availability Plan | Inventory Cost and Price List
- + Purchase Order \* Import Setup | Navigate | Vendor - Top 10 List | Inventory Purchase Orders | Insurance Report
- + Purchase Invoice \* EDI Setup | Dispatcher Log | Vendor/Item Purchases | Inventory - Vendor Purchases

Import Setup

Enable the solution by checking the *Enabled* button on *Import Setup* page and download setup data by running *Data Service* action.

*Import Setup*

**\*Note:** Setup Data for Customs Import can be downloaded only when the solution is enabled.

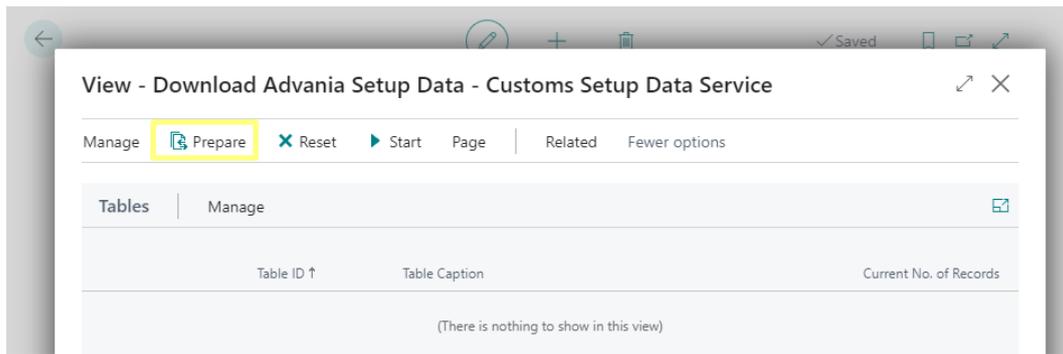
It will open Advania Setup Data Services page. Select *Customs Setup Data Service* and *Download*.

View - Advania Setup Data Services

Description	Status
Online Banking Setup Data	Initialized
<b>Customs Setup Data Service</b>	<b>In Use</b>
Document Exchange Setup Data	Initialized
General Ledger Setup Data	In Use
Payroll Setup Data	In Use

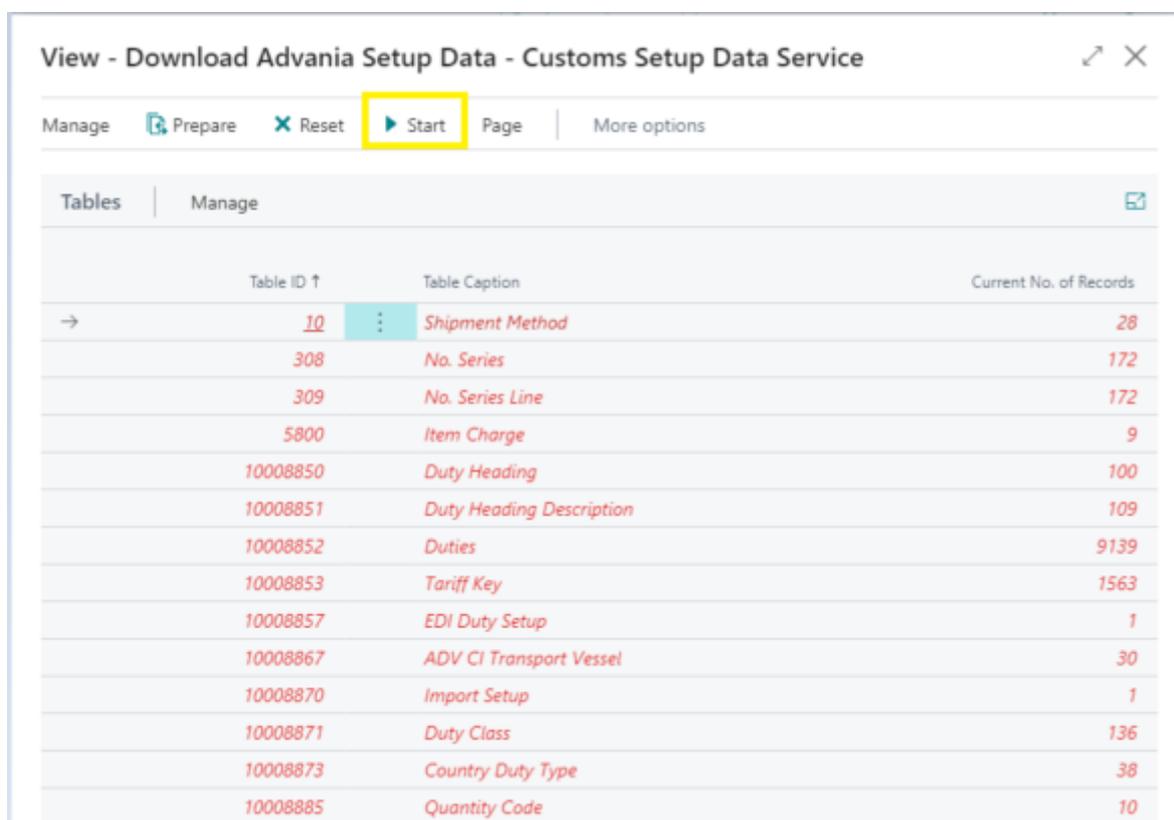
*Advania Setup Data Services*

On **Prepare** page action we can initialize tables for which data will be downloaded.



Download Advania Setup Data

On **Start** page action we will start downloading data for the tables from the list.



Download Advania Setup Data

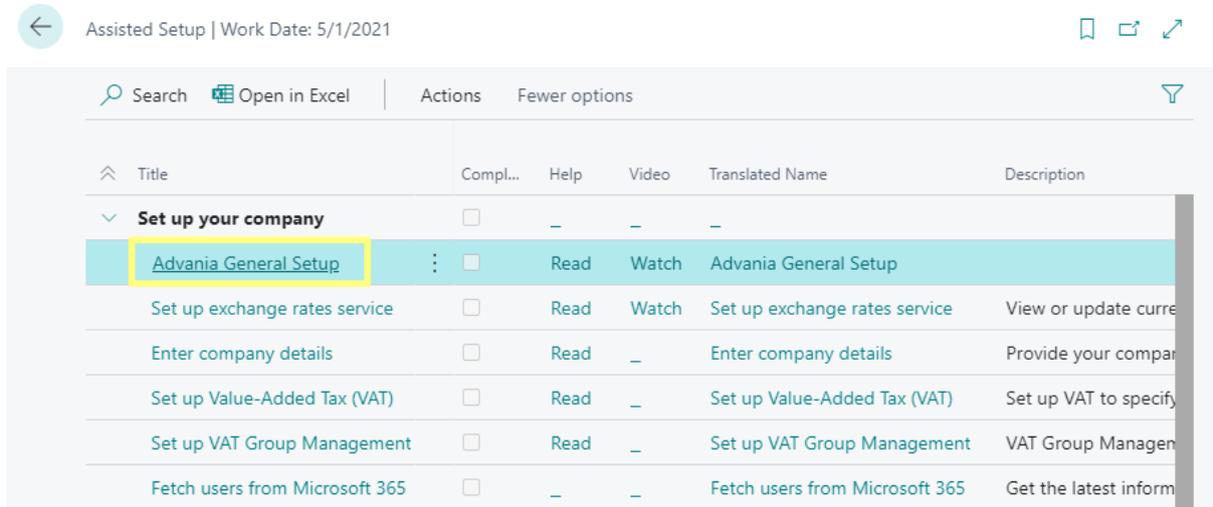
Alternatively, setup data for Customs Import can be downloaded by using Advania Setup Data Services, which is explained in the next section.

## Advania Setup Data Services

Advania Setup Data Services represent service that helps us with initializing setup data, used by many our solutions. Base Setup Data Services functionality contains data service that can be used to initialize general setup data, and all other solutions have a separate data service that is used to download and initialize solution specific data.

*Note: Advania Setup Data Services is a part of Advania IS365 localization extension, and it won't be explained in details how it works.*

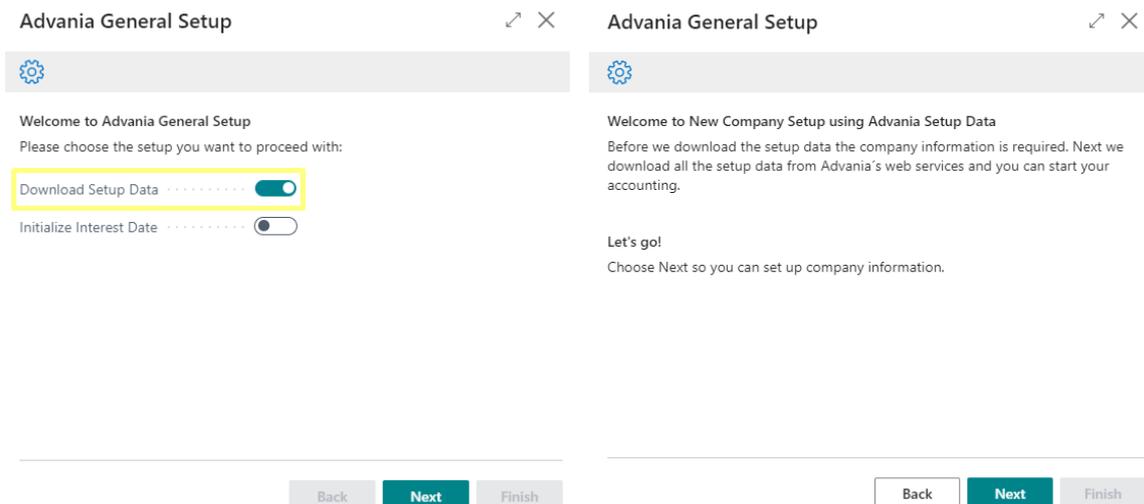
The easiest way to start with *Advania Setup Data Services* functionality is to go through wizard available on **Assisted Setup** page.



*Assisted Setup*

Clicking on *Advania General Setup* will launch a wizard.

Select *Download Setup Data* check box and click *Next* to continue with Download Setup Data wizard.



*Advania – Data Setup Service*

Click Next, enter the required company information and click Next again.

Advania General Setup



Please enter the basic company information

Registration No. .... 5902697199

Name ..... CRONUS IS

VAT Registration No. .... 777777777

Back Next Finish

Advania General Setup



Description ..... General Ledger Setup Data

Status ..... In Use

Back Next Finish

Advania – Data Setup Service

Because we want to download setup data for Customs Import solution, in this step we will choose Details action.

Advania General Setup



To add more setup data before starting your accounting, choose Details

Process finished.  
To complete the basic G/L Accounting Setup, choose Finish.

Details Back Next Finish

Advania – Data Setup Service

It will open Advania Setup Data Services page. Select *Customs Setup Data Service* and *Download*.

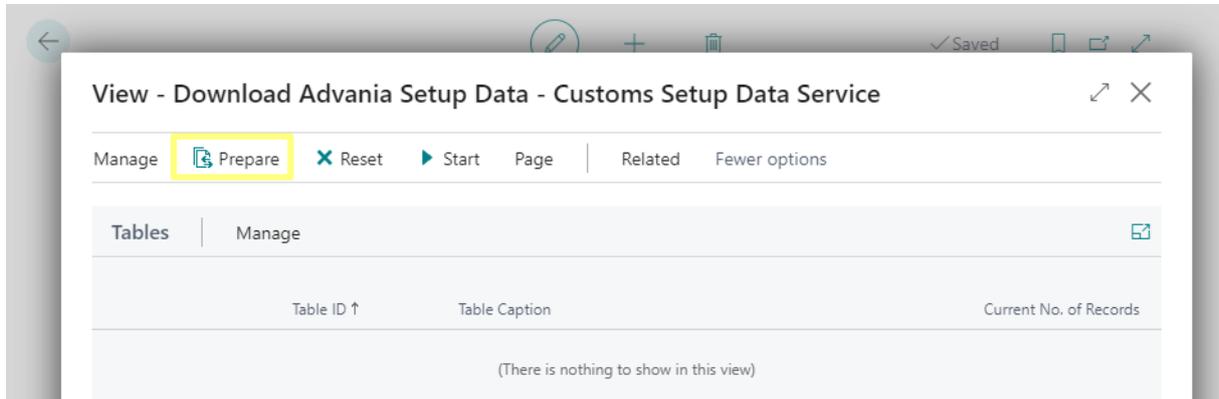
View - Advania Setup Data Services



Description	Status
Online Banking Setup Data	Initialized
Customs Setup Data Service	In Use
Document Exchange Setup Data	Initialized
General Ledger Setup Data	In Use
Payroll Setup Data	In Use

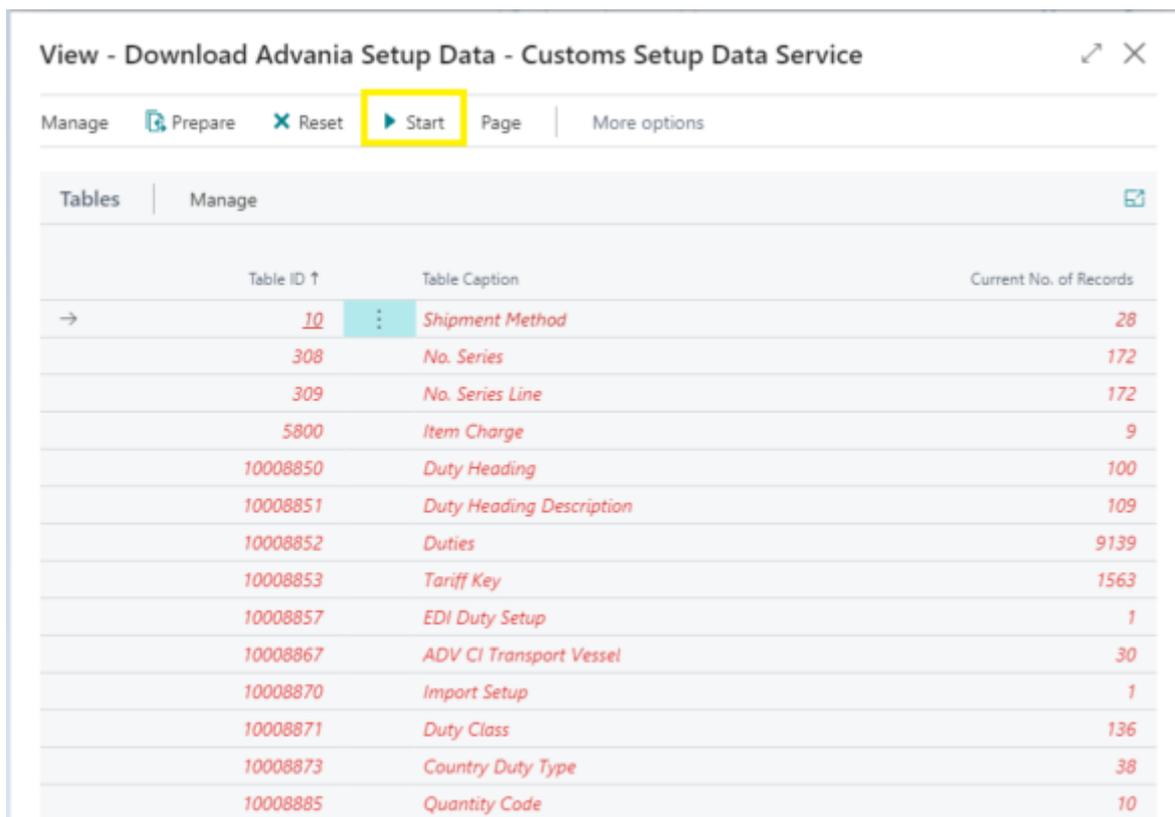
*Advania Setup Data Services*

On **Prepare** page action we can initialize tables for which data will be downloaded.



*Download Advania Setup Data*

On **Start** page action we will start downloading data for the tables from the list.



*Download Advania Setup Data*

If you're downloading setup data for the first time, you will get a message like on the picture below. Proceed with selected option to continue downloading data.

i

Downloading data for Online Banking Setup Data

Required data will be downloaded from Advania web service

Required data will always be downloaded from Advania web service

Don't download any data

OK

Cancel

When downloading data is finished, we can close the page by clicking on Finish.

### Advania General Setup

↗ ✕

✓

To add more setup data before starting your accounting, choose Details

**Process finished.**  
To complete the basic G/L Accounting Setup, choose Finish.

Details

Back

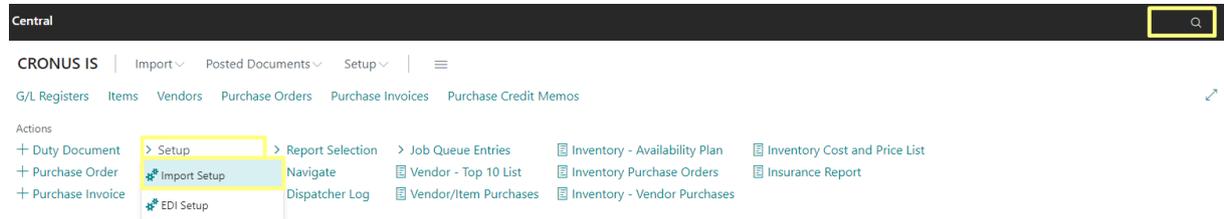
Next

Finish

**\*Note:** Once the solution is enabled and setup data has been downloaded, certain parameters in Import Setup and EDI Setup must be reviewed in consultation with customer before using the system.

## Import Setup

Import Setup page can be found in Advania Customs Import role center under Setup dropdown or using Tell Me search.

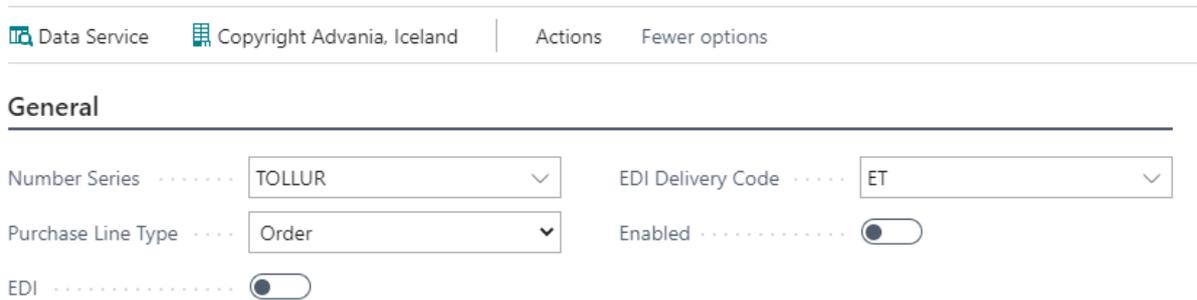


*Advania Customs Import*

### General

**Enabled:** In order to make changes to Import Setup, solution must be disabled.

## Import Setup

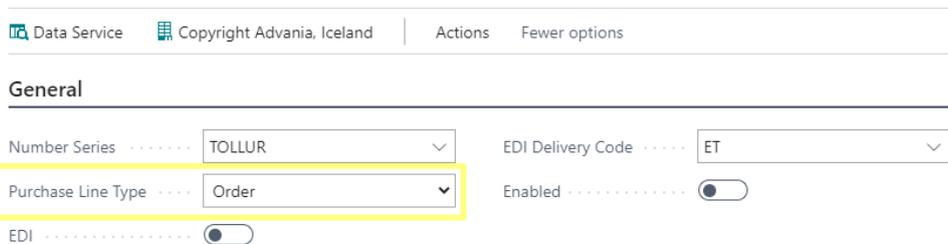


*Import Setup*

**Number Series:** This field is populated by setup data.

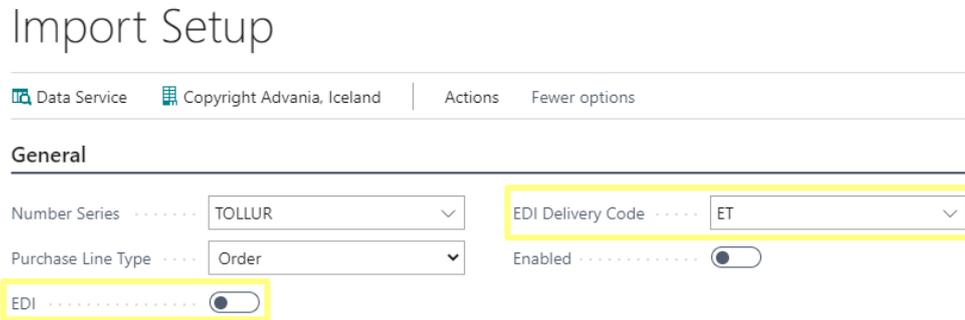
**Purchase Line Type:** This solution works only with Purchase Orders.

## Import Setup



*Purchase Line Type*

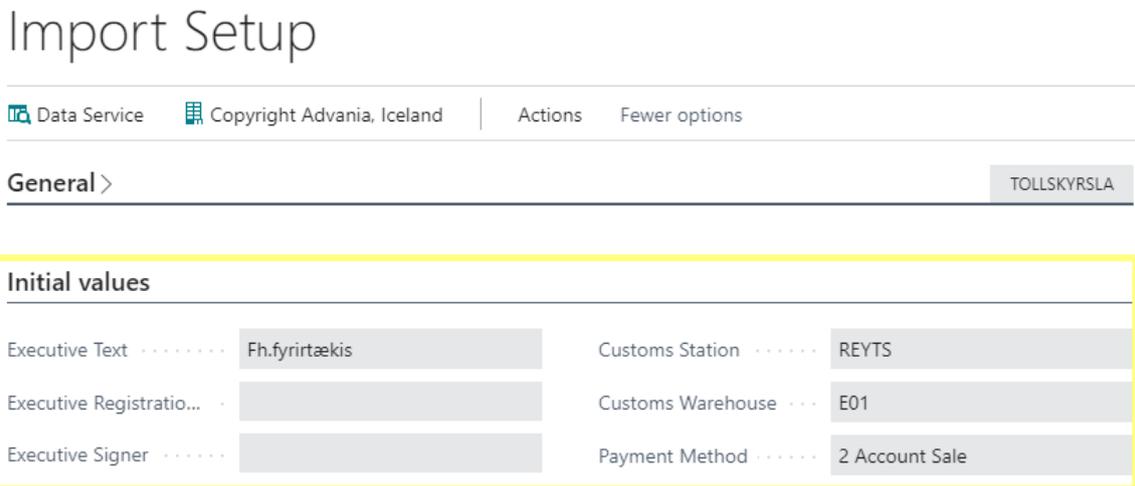
**EDI & EDI Delivery Code:** EDI option should be checked when the system goes live, but while testing, it should remain unchecked. EDI Delivery Code value is shown in the picture below.



The screenshot shows the 'Import Setup' form. Under the 'General' tab, the 'EDI Delivery Code' is set to 'ET'. The 'EDI' checkbox is currently unchecked. Other visible fields include 'Number Series' (TOLLUR), 'Purchase Line Type' (Order), and 'Enabled' (checked).

EDI & EDI Delivery Code

Initial values



The screenshot shows the 'Initial values' section of the 'Import Setup' form. The values are: Executive Text (Fh.fyrirtækis), Executive Registration No. (empty), Executive Signer (empty), Customs Station (REYTS), Customs Warehouse (E01), and Payment Method (2 Account Sale). A 'TOLLSKYRSLA' button is visible in the top right.

Initial values

**Executive Text:** Comes default

**Executive Registration No.:** A permit must be issued from the Director of Customs regarding electronic communication (<https://www.tollur.is/library/Skrar/Eydublod/TS-E19.pdf>). Executive is a person responsible for validity of customs categories that are set.

**Executive Signer:** Inserted manually. The person registered is responsible for the customs declarations of the company in question.

**Customs Station:** Reykjavík by default

**Customs Warehouse:** Eimskip by default

**Payment Method:** Indicates how business is conducted with the Director of Customs. Default account transaction occurs.

Choices

←
✎
+
🗑️
✓ Saved
🔖
📄

# Import Setup

---

📄 Data Service
📄 Copyright Advania, Iceland
Actions
Fewer options

---

**General >** TOLLSKYRSLA

---

**Initial values >** REYTS

**Choices** Show less

Auto Country of Origin... <input checked="" type="checkbox"/>	Show Warning in Pric... <input checked="" type="checkbox"/>
Find Best Tariff... <input checked="" type="checkbox"/>	Print Receipt Form... <input type="checkbox"/>
Combine Lines in Prin... <input checked="" type="checkbox"/>	Print Purchase Invoice... <input type="checkbox"/>
Price Calculation Man... <input checked="" type="checkbox"/>	Add VAT to Item Cost... <input type="checkbox"/>
Price Calculation Ref. ... <input type="text" value="Purchase Rate"/>	Update Post.Date Pur... <input type="checkbox"/>
Auto Update Inv.Amo... <input type="text" value="Yes"/>	Update Vendor Item ... <input checked="" type="checkbox"/>
Default Insurance - % <input type="text" value="1.00"/>	Default Delivery Code <input type="text" value="FOB"/>
Bank Percentage <input type="text" value="0"/>	Warehouse In Use... <input type="checkbox"/>
Interest Percentage <input type="text" value="0"/>	

Choices

**Price Calculation Ref. Exch. Rate:** For reconciliation, recommended value of reference exchange rate is Purchase Rate.

**Default Insurance - %:** Comes default as 1%.

**Bank and Interest Percentage:** Administrative costs of all goods imported.

**Default Delivery Code:** FOB by default, but must be selected in consultation with the customer. Each vendor can also be configured individually on Vendor Card.

## Cost

This part of the setup is the essence of the solution. Definitions of cost management in a customs declaration need to be thoroughly reviewed.

# Import Setup

Data Service | Copyright Advania, Iceland | Actions Fewer options

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**Cost** Show less

Item Charge Number... <input type="text"/>	<b>Item Charge</b>	
Posted Item Charge ... <input type="text"/>	Item Charge - Transp... <input type="text" value="T-FLUTNINGUR"/>	<input type="text"/>
<b>Vendor</b>	Item Charge - Transp... <input type="text" value="T-FLUTNINGUR"/>	<input type="text"/>
Transport Fee ..... <input type="text" value="-"/>	Item Charge - Other ... <input type="text" value="T-FLUTNINGUR"/>	<input type="text"/>
Transport Fee 2 ..... <input type="text" value="-"/>	Item Charge - Other ... <input type="text"/>	<input type="text"/>
Other Cost ..... <input type="text" value="-"/>	Item Charge - Insura... <input type="text" value="T-VÁTRYGG"/>	<input type="text"/>
Other Cost 2 ..... <input type="text" value="-"/>	Item Charge - Unload... <input type="text" value="T-FLUTNINGUR"/>	<input type="text"/>
Insurance ..... <input type="text" value="-"/>	Item Cost - Run ..... <input type="text" value="T-AKSTUR"/>	<input type="text"/>
Unloading ..... <input type="text" value="-"/>	Item Cost - Storage F... <input type="text" value="T-FLUTNINGUR"/>	<input type="text"/>
Run ..... <input type="text" value="-"/>	Item Charge - Excise ... <input type="text" value="T-FLUTNVSK"/>	<input type="text"/>
Storage Fee ..... <input type="text" value="-"/>	Item Cost - Delivery F... <input type="text" value="T-FLUTNVSK"/>	<input type="text"/>
Excise ..... <input type="text" value="-"/>	Item Cost - License Fee <input type="text" value="T-FLUTNINGUR"/>	<input type="text"/>
Delivery Fee ..... <input type="text" value="-"/>	Item Charge - Bank C... <input type="text"/>	<input type="text"/>
License Fee ..... <input type="text" value="-"/>	Item Cost - Interest C... <input type="text"/>	<input type="text"/>
Bank Cost ..... <input type="text" value="-"/>	Item Charge - Oth.Do... <input type="text" value="T-FLUTNVSK"/>	<input type="text"/>
Interest Cost ..... <input type="text" value="-"/>	Item Charge - Quota ... <input type="text"/>	<input type="text"/>
Other Domestic Cost ... <input type="text" value="-"/>		
Quota Cost Vendor A... <input type="text" value="-"/>		

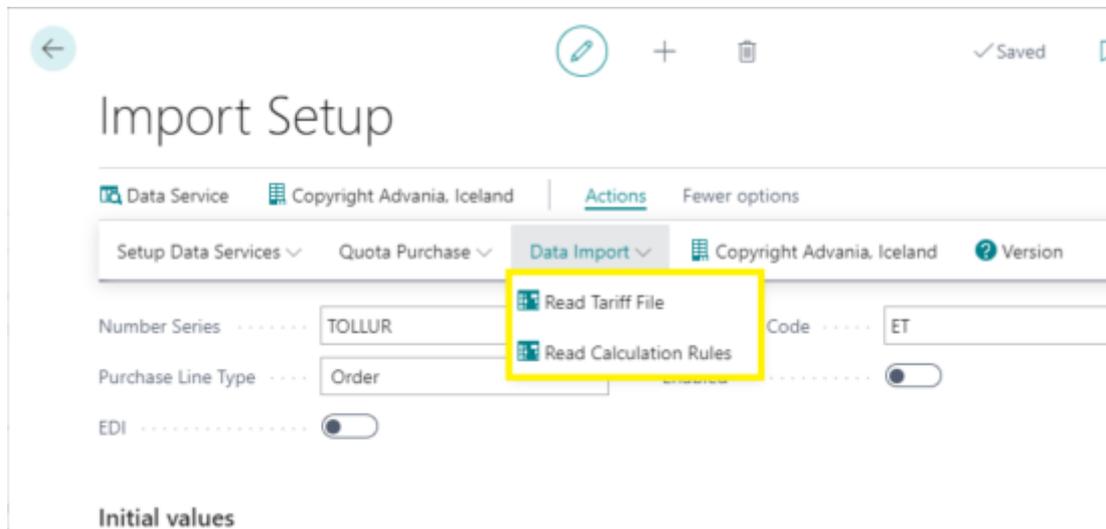
### Cost

**Item Charge Number Series:** Number series for cost. If nothing is defined, the purchasing number series is used.

**Item Charge:** Make sure that all Item Charges are created. If not, then you need to create them.

## Data Import

Once these setup fields have been reviewed, Tariff File and Calculation Rules must be imported via actions in Data Import action tab. These are imported manually when new tariffs are issued, which can be done several times a year.



Data Import

These files can be downloaded from the following website, under **Imports - Customs register keys and percentage table of processing fee calculation rules**:

<https://www.tollur.is/atvinnurekstur/tollamal/tollafgreidsla/rafraen-tollafgreidsla/hugbunadarhus/tollskrarlyklar/>

The two files that need to be downloaded are:

*Text file of import customs register – Zip file*

*Percentage table of calculation rules when the weight of packaging is estimated – Text file*

The customer is responsible for monitoring changes in customs register and importing new ones when necessary, together with the percentage table.

## Additional Setup Verification

Next, it's necessary to check whether Country Duty Types, Duty Exch. Rate Input, Shipment Methods and Countries are set up correctly. This can be found either by typing into Tell Me search box or from the *Setup* section in Custom Import role center.

CRONUS IS | Import ▾ | Posted Documents ▾ | **Setup ▾** | ☰

Duty Heading List Duties List	Country Duty Types Duty Exch Rate Input	Shipment Methods Shipping Agents	Countries/Regions Duty Fee Setup	Quantity Codes Duty Quantity Codes	Recycling Fee - Calc.Rules Transport Vessels	Tariff Keys
+ Duty Document	> Setup	> Report Selection	> Job Queue Entries	Inventory - Availability Plan	Inventory Cost and Price List	
+ Purchase Order	> Import Messages	> Navigate	Vendor - Top 10 List	Inventory Purchase Orders	Insurance Report	
+ Purchase Invoice	> EDI Import	> Dispatcher Log	Vendor/Item Purchases	Inventory - Vendor Purchases		

*Setup*

## EDI Setup

EDI installation needs to be reviewed, which can be done in *EDI Setup* page, found under *Setup* dropdown in Customs Import role center, or by typing into Tell Me search box.

Central 🔍

CRONUS IS | Import ▾ | Posted Documents ▾ | **Setup ▾** | ☰

G/L Registers | Items | Vendors | Purchase Orders | Purchase Invoices | Purchase Credit Memos

Actions

+ Duty Document	> <b>Setup</b>	> Report Selection	> Job Queue Entries	Inventory - Availability Plan	Inventory Cost and Price List
+ Purchase Order	Import Setup	Navigate	Vendor - Top 10 List	Inventory Purchase Orders	Insurance Report
+ Purchase Invoice	<b>EDI Setup</b>	Dispatcher Log	Vendor/Item Purchases	Inventory - Vendor Purchases	

*EDI Setup*

The Customer must send an application to Staki web service in customs clearance at: [hjalp@deloitte.is](mailto:hjalp@deloitte.is). Once the purchase has been approved, Staki takes full responsibility for the installation and the customer delivers the URLs where the system is located.

There is a considerable cost involved in this single installation, so, **for customers making less than 5 reports per month, it is not recommended to go through a customs system!**

## General



✓ Saved



# EDI Duty Setup

Create Job Queue Entry

Dispatcher Log

Job Queue Entries

### General

EDI Compiler ..... Staki

EDI in Testing .....

Staki >

File Setup >

T0000001

Fee Processing >

Yes

VAT Processing >

ALMENNT

*EDI Duty Setup - General*

**EDI Compiler:** Staki

**EDI in Testing:** It should only be checked when testing. It should be unchecked when the system is live.

Staki

←

+

✓ Saved

# EDI Duty Setup

Create Job Queue Entry
 Dispatcher Log
 Job Queue Entries

General >

Staki

Staki	
Username .....	edi-test4
Password .....	.....
EDI Company (o) .....	staki-profun
EDI Location (ou1) .....	test4
EDI Country Code (c) .....	IS
EDI Country System (a) .....	ISHOLF
EDI Gateway (p) .....	
EDI Other (s) .....	
Edi Other (g) .....	
<b>URL</b>	
MAPI Code .....	<mapi> [%1]
X.400 Address .....	X400:O=staki-profun;OU1=test4;
CanReceiveTransactio...	https://edi.staki.is/GWWebService
LookupParties URL .....	https://edi.staki.is/GWWebService
GetPendingMessages...	https://edi.staki.is/GWWebService
SetStatusAsFailed URL .....	https://edi.staki.is/GWWebService
SetStatusAsReceived ...	https://edi.staki.is/GWWebService
GetDocumentInfo URL .....	https://edi.staki.is/GWWebService
GetDocument URL .....	https://edi.staki.is/GWWebService
CreateMessage URL .....	https://edi.staki.is/GWWebService
GetStatus URL .....	https://edi.staki.is/GWWebService

File Setup >

T0000001

EDI Duty Setup – Staki

URL fields are populated automatically when opening setup and choosing Staki as EDI Compiler in General tab. The values below can be used for testing purposes.

**Username:** edi-test4

**Password:** 2pW9\*022

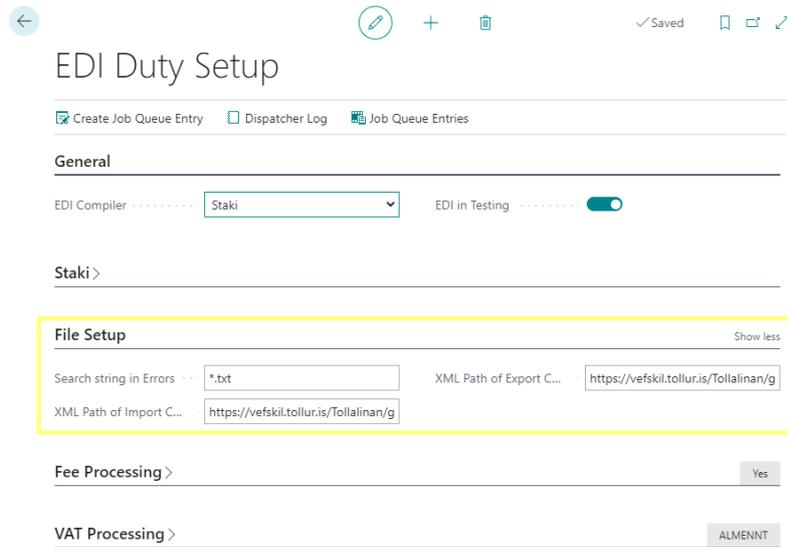
**EDI Company (o):** staki-profun

**EDI Location (ou1):** test4

**EDI Country Code (c):** IS

**EDI Company (a):** ISHOLF

## File Setup



EDI Duty Setup

Create Job Queue Entry  
  Dispatcher Log  
  Job Queue Entries

**General**

EDI Compiler .....       EDI in Testing .....

**Staki** >

**File Setup** Show less

Search string in Errors ...       XML Path of Export C...

XML Path of Import C...

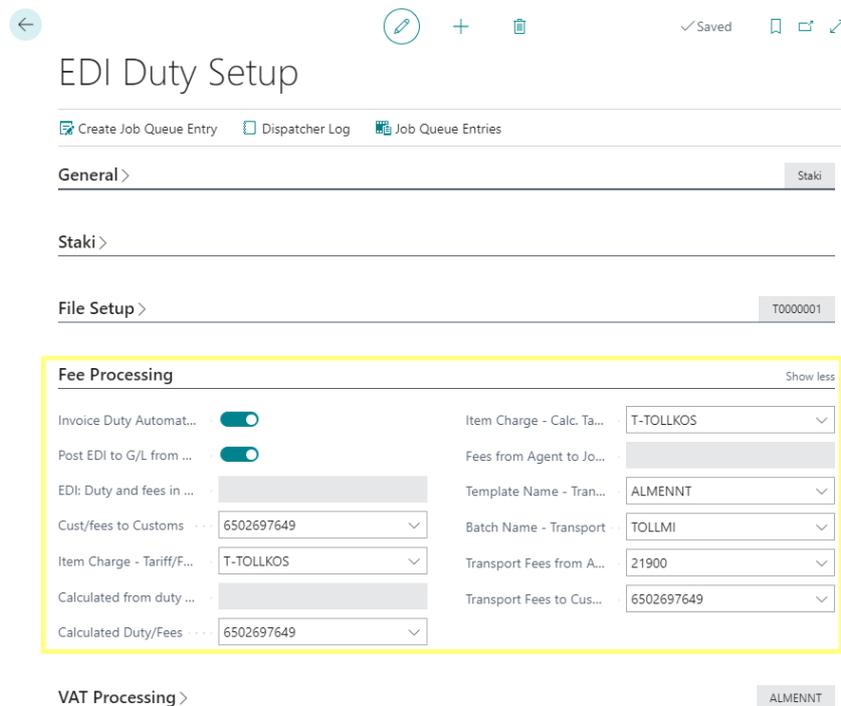
**Fee Processing** > Yes

**VAT Processing** > ALMENNT

*EDI Duty Setup – File Setup*

The XML paths in File Setup come from Staki web service.

## Fee Processing



EDI Duty Setup

Create Job Queue Entry  
  Dispatcher Log  
  Job Queue Entries

**General** > Staki

**Staki** >

**File Setup** > T0000001

**Fee Processing** Show less

Invoice Duty Automat...       Item Charge - Calc. Ta...

Post EDI to G/L from ...       Fees from Agent to Jo...

EDI: Duty and fees in ...       Template Name - Tran...

Cust/fees to Customs ...       Batch Name - Transport

Item Charge - Tariff/F...       Transport Fees from A...

Calculated from duty ...       Transport Fees to Cus...

Calculated Duty/Fees ...

**VAT Processing** > ALMENNT

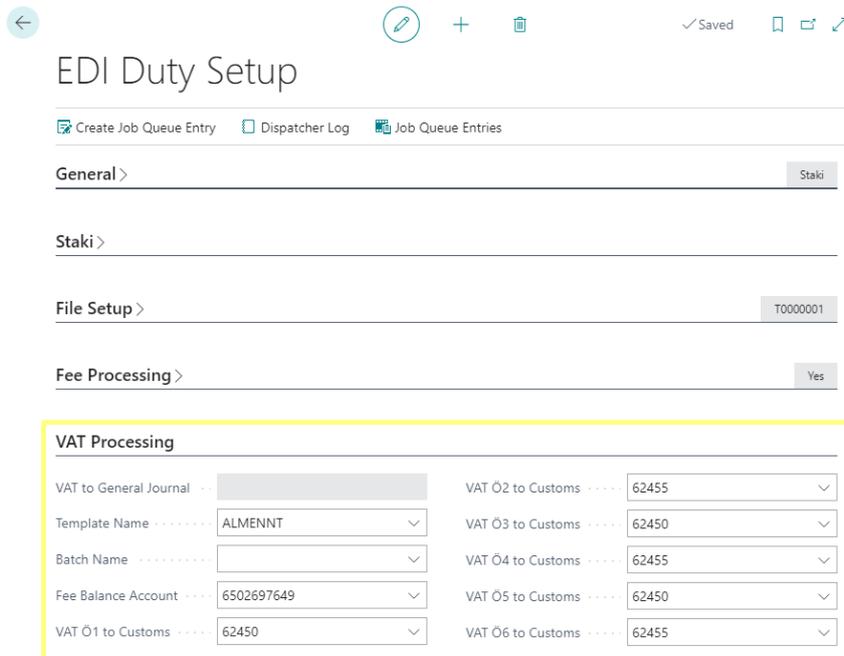
*EDI Duty Setup – Fee Processing*

**Item Charge – Tariff/Fees:** Item Charge T-TOLLKOS needs to be created and set to the field.

**Batch Name - Transport:** Batch TOLLM1 needs to be created and set to the field.

**Transport Fees from Agent:** Select the financial key imported from the server - 21900

### VAT Processing



EDI Duty Setup

Create Job Queue Entry  
  Dispatcher Log  
  Job Queue Entries

General > Staki

Staki >

File Setup > T0000001

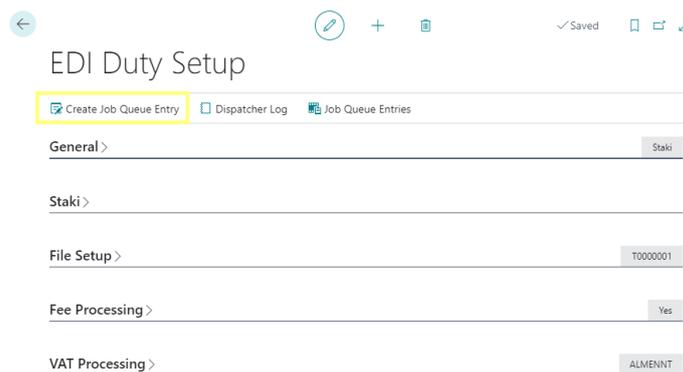
Fee Processing > Yes

**VAT Processing**

VAT to General Journal		VAT Ó2 to Customs	62455
Template Name	ALMENNT	VAT Ó3 to Customs	62450
Batch Name		VAT Ó4 to Customs	62455
Fee Balance Account	6502697649	VAT Ó5 to Customs	62450
VAT Ó1 to Customs	62450	VAT Ó6 to Customs	62455

*EDI Duty Setup – VAT Processing*

We can also create Job Queue Entries for updating status on Dispatcher Log via action *Create Job Queue Entry*.



EDI Duty Setup

Create Job Queue Entry  
  Dispatcher Log  
  Job Queue Entries

General > Staki

Staki >

File Setup > T0000001

Fee Processing > Yes

VAT Processing > ALMENNT

*EDI Duty Setup – Create Job Queue Entry*



*Create Job Queue Entry success message*

Status	Object Type to Run	Object ID to Run	Object Caption to Run	Description	Job Queue Category C
→ Ready	Codeunit	10000474	ADV EDI Staki Job Queue Mgt.	Update Status on Staki Dispatc...	

EDI Duty Setup – VAT Processing

## Final Setup Verification

Check if data is correct in *Duty Fee Setup* page, found in the role center under *Setup* tab or by typing in Tell Me search box.

CRONUS IS   Import   Posted Documents   Setup						
Duty Heading List	Country Duty Types	Shipment Methods	Countries/Regions	Quantity Codes	Recycling Fee - Calc.Rules	Tariff Keys
Duties List	Duty Exch Rate Input	Shipping Agents	Duty Fee Setup	Duty Quantity Codes	Transport Vessels	
+ Duty Document	> Setup	> Report Selection	> Job Queue Entries	Inventory - Availability Plan	Inventory Cost and Price List	
+ Purchase Order	> Import Messages	> Navigate	Vendor - Top 10 List	Inventory Purchase Orders	Insurance Report	
+ Purchase Invoice	> EDI Import	> Dispatcher Log	Vendor/Item Purchases	Inventory - Vendor Purchases		

Duty Fee Setup

*Tariff Keys* should also be verified. They can be found in the role center under *Setup* tab or by typing in Tell Me search box.

CRONUS IS   Import   Posted Documents   Setup						
Duty Heading List	Country Duty Types	Shipment Methods	Countries/Regions	Quantity Codes	Recycling Fee - Calc.Rules	Tariff Keys
Duties List	Duty Exch Rate Input	Shipping Agents	Duty Fee Setup	Duty Quantity Codes	Transport Vessels	Tariff Keys
+ Duty Document	> Setup	> Report Selection	> Job Queue Entries	Inventory - Availability Plan	Inventory Cost and Price List	
+ Purchase Order	> Import Messages	> Navigate	Vendor - Top 10 List	Inventory Purchase Orders	Insurance Report	
+ Purchase Invoice	> EDI Import	> Dispatcher Log	Vendor/Item Purchases	Inventory - Vendor Purchases		

Tariff Keys

Finally, review *Quantity Codes*, *Duty Quantity Codes* and *Calculation Rules for Recycling Fee*. They can be found in the role center under *Setup* tab or by typing in Tell Me search box.

CRONUS IS   Import   Posted Documents   Setup						
Duty Heading List	Country Duty Types	Shipment Methods	Countries/Regions	Quantity Codes	Recycling Fee - Calc.Rules	Tariff Keys
Duties List	Duty Exch Rate Input	Shipping Agents	Duty Fee Setup	Duty Quantity Codes	Transport Vessels	
+ Duty Document	> Setup	> Report Selection	> Job Queue Entries	Inventory - Availability Plan	Inventory Cost and Price List	
+ Purchase Order	> Import Messages	> Navigate	Vendor - Top 10 List	Inventory Purchase Orders	Insurance Report	
+ Purchase Invoice	> EDI Import	> Dispatcher Log	Vendor/Item Purchases	Inventory - Vendor Purchases		

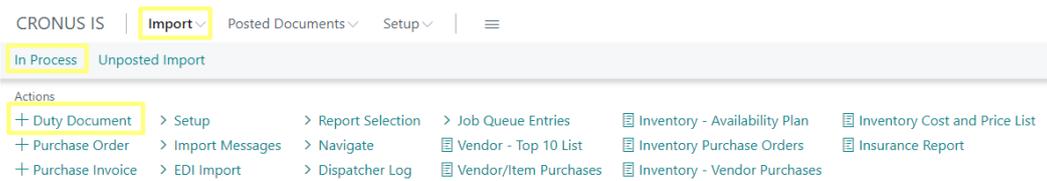
Quantity Codes, Duty Quantity Codes, Recycling Fee

## 2. INSTRUCTIONS

### Customs Declaration

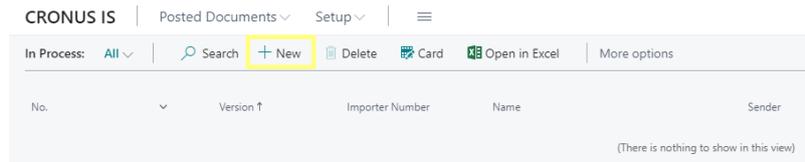
Once the necessary data and definitions have been set up, we can start working with customs declarations.

Go to *In process* from the *Import* tab in role center or by typing in Tell Me search box to see a list of all customs declarations that are being processed. Select *+ Duty Document* from the role center Action group to create a new customs declaration.



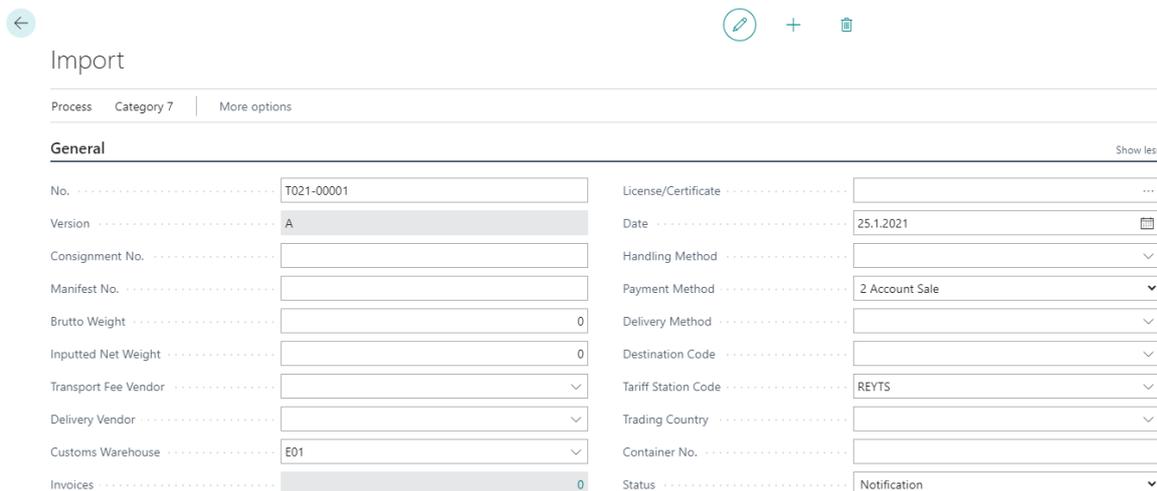
*In Process, Duty Document*

A new customs declaration can also be created from *In process* page by selecting *+ New*.



*In Process*

This opens a new customs declaration card that needs to be filled out.



*Customs Declaration - General*

**General**

**No.:** Number series for customs declaration set in Import Setup.

**Version:** Version of customs declaration – A, B etc.

**Consignment No.:** For example ABBBCCCEEEFAAGGH.

**Manifest No.:** The last four digits of Consignment No.

**Brutto Weight:** Purchase line Gross weight\*Quantity. It's always filled out without decimal places, so keep in mind that customs system only accepts whole numbers (kg).

**Inputted Net Weight:** Purchase line Net weight\*Quantity. It's always filled out without decimal places, so keep in mind that customs system only accepts whole numbers (kg). When Brutto Weight is saved, the system calculates the Net Weight based in a 90% rule, but it's also possible to change the Net Weight. It must be lower than the Brutto Weight and therefore the Brutto Weight must be filled out first.

**Transport Fee Vendor:** It is important to fill out the correct vendor.

**Delivery Fee Vendor:** This can be filled out in case of multiple orders from the same supplier, but it's also possible to leave it empty.

**Customs Warehouse:** Copied from Customs Warehouse field in Import Setup.

**Invoices:** The number of invoices for items in the customs document.

**License/Certificate:** Licenses/Certificates that come with the shipment. The EUR column must not have more than 7 digits, otherwise it will not be accepted by customs.

**Date:** Date of shipment.

**Handling Method:** Copied from Import Setup.

**Payment Method:** Possible values - Other, Cash Payment, Account Sale, Credit up to 6 months, Credit more than 6 months, Bank Insurance, Prototype, Lease/Hire-purchase, Commission, Free of charge.

**Delivery Method:** Affects the calculation of the fob price on the customs declaration.

Calculated fob price accorded to Payment Methods:

EXW – Fob price = Invoice Amount;

FOB, FAS, FCA, FOA, FOC – Fob price = Calc.;

CFR, CPT, DES – Fob price = Calc. - Other Costs.

CIF, CIP, DDP, DDU, DEQ – Fob price = Calc. - Other Costs. - Water.

**Destination Code:** 3-digit code, e.g. CPH for Copenhagen.

**Tariff Station Code:** Copied from Customs Station field in Import Setup.

**Trading Country:** Select a valid country. If left empty, the value is copied when retrieving lines in a purchase order.

**Container No.:** Enter the container number of the shipment that appears on the receipt printout.

**Status:** Possible values of Status field based on posting:

Notification – when creating a customs declaration;

Input – when the shipping info has been entered;

Sent – after sending reports via EDI and waiting for a reply;

Invoiced – when a reply has been received from the director of customs regarding invoicing and possibility to process a shipment;

Reception – when waiting for quantity received per shipment to be recorded;

Reception Posted – when a reception has been posted but not invoiced;

Purchase Posted – when both invoice and receipt have been posted and an item charge is generated;

Purchase and Cost Posted – when purchasing, receiving and increasing costs, the shipment has been processed all the way.

## Lines

Posted and unposted purchase lines can be downloaded by running Get Purchase Lines or Get Posted Receipt Lines action.

Entry No. ↑	Type	Item No.	Duty	CN Code	Description
→ 0	Input		<input type="checkbox"/>		

Customs Declaration - Lines

If the action *Get Purchase Lines* is run, a list of purchase orders will open. If Delivery Vendor field is filled out in the General tab, then only the orders belonging to that vendor will appear. Otherwise, all issued and open orders will be shown.

If the action *Get Posted Receipt Lines* is run, a list of posted purchase receipts will open.

Once the purchase lines have been retrieved, enter the correct CN Code in the item lines as well as the country of origin. After filling out these fields, a window will appear asking if you want to change CN Number in Items. By selecting Yes, the CN Number is copied to the item card and is automatically filled out the next time this item is retrieved.

Action *Distribute Net Weight* distributes the net weight entered in the header of the document on item lines. It is not possible to balance the net weight until a tariff category has been specified for the item.

## Delivery

T021-00001 · A

Process Category 7 More options

General > FOB IS

Entry No. ↑	Type	Item No.	Sug. Duty	CN Code	Description	Unit of Measure Code	Quantity	Net Weight	FOB Amount	Country of Origin	Duty Type
→ 10000	Purchase	1896-S	<input type="checkbox"/>	0101.2100	ATHENS-skrifborð	STYKKI	15	519	5.618.10	IS	A

Delivery Show more

Executive Registration No.  Tariff Station Code

Executive Signature  Tariff Station

Destination Code  Purchaser Code

Destination  Reference

Customs Declaration - Delivery

**Executive Registration No.:** Retrieved from the Import Setup.

**Executive Signature:** The name of the executive.

**Destination Code:** Retrieved from the Import Setup.

**Destination:** Retrieved from the Import Setup.

**Tariff Station code:** Retrieved from the Import Setup.

**Tariff Station:** Retrieved from the Import Setup.

**Purchaser Code:** Employee Code.

**Reference:** Reference to customs declaration number.

## Duty Price

T021-00001 · A

Process Category 7 | More options

**General** > FOB IS

Lines | Manage | Actions | Related Information | Fewer options

Entry No.1	Type	Item No.	Sug... Duty	CN Code	Description	Unit of Measure Code	Quantity	Net Weight	FOB Amount	Country of Origin	Duty Type
→ 10000	Purchase	1896-S	<input type="checkbox"/>	0101.2100	ATHENS-skrifborð	STYKKI	15	519	5.618.10	IS	A

**Delivery** >

**Duty Price** Show less

Invoice Am... 5.618.10	Transport... 0.00	Transport... 0.00	Another ... 0.00	Another ... 0.00	Insurance 8.809.18	Fob Amount (LCV) .....	880.918
EUR	ISK	ISK	ISK	ISK	ISK	Customs Amount .....	889.727
Calculated Insurance .....						No Duties .....	<input type="checkbox"/>
Insurance (%) .....						No VAT .....	<input type="checkbox"/>
Exchange Rate .....						Price Calculation Ref. Exch. Rate .....	Purchase Rate
Fob Amount .....							5.618.10

### Customs Declaration – Duty Price

**Invoice Amount:** Foreign invoice amount. You can edit this field, but if you read a purchase order, the system calculates this automatically.

**Currency Code:** Retrieves information from purchases if a currency is registered, otherwise it must be defined in this field.

**Transport Fee:** Affects the calculation of the fob price according to delivery methods. You can enter the transport fee in two fields in any currency. Bear in mind that the transport fee must always be filled in, otherwise, the director of customs will be notified.

**Transport Fee 2:** Affects the calculation of the fob price according to delivery methods. You can enter the transport fee in two fields in any currency. Bear in mind that the transport fee must always be filled in, otherwise, the director of customs will be notified.

**Another cost:** Affects the calculation of the fob price according to delivery methods.

**Another cost 2:** Affects the calculation of the fob price according delivery methods.

**Insurance:** Registered or calculated according to insurance percentage. Affects the calculation of the fob price according to delivery methods.

**Calculated Insurance:** If this box is checked, the insurance is calculated according to insurance percentage. If so, the insurance will never be deducted from the FOB price. If the insurance is a fixed

number, it is deducted from the FOB price according to delivery methods. The calculated insurance is as follows:

$(\text{"FOB Amount"} + \text{Transport costs} + \text{Other costs}) * \text{"Insurance (\%)}" / 100.$

**Exchange Rate:** Customs exchange rate according to currency code and date of report. The exchange rate is recorded daily and is yesterday's mid exchange rate. You can create a rate in a list.

**FOB Amount:** Calculated Fob price according to delivery methods.

Calculated fob price accorded to Payment Methods:

EXW – Fob price = Invoice Amount.

FOB, FAS, FCA, FOA, FOC – Fob price = Calc.

CFR, CPT, DES – Fob price = Calc. - Other Costs.

CIF, CIP, DDP, DDU, DEQ – Fob price = Calc. - Other Costs. - Water.

**FOB Amount LCY:** Fob price in Icelandic currency (krónur) calculated on customs exchange rate.

**Customs Amount:** = Fob Amount LCY + Transport costs + Other costs + Insurance. Customs prices are in Icelandic currency (krónur).

**Customs Amount Rate:** Customs amount / Fob Amount.

**No Duties:** If you are authorized to cancel import duty, check this box.

**No VAT:** If you are authorized to cancel VAT, check this box.

**Price Calculation Ref. Exch. Rate:** Indicates which exchange rate is used in the price calculation.

## Cost

All costs for the shipment must be entered here.

Import | Work Date: 4/6/2020 ✎ + 🗑

T021-00001 · A

Process Category 7 | More options

Lines | Manage | Actions | Related Information | Fewer options 🔍

Entry No. ↑	Type	Item No.	Sug. Duty	CN Code	Description	Unit of Measure Code	Quantity	Net Weight	FOB Amount	Country of Origin	Duty Type
→ 10000	Purchase	1896-S	<input type="checkbox"/>	0101.2100	ATHENS-skrifborð	STYKKI	15	519	5,618.10	IS	A

Delivery >

Duty Price > 5,618.10 | EUR | 0.00 | 156.8000

**Cost** Show less

Unloading .....	0	Interest Cost .....	0
Transport .....	0	Other Dom. Cost .....	0
Storage Fee .....	0	Import Fees Total .....	0.00
Exise Duty .....	0	VAT Amount .....	0.00
Handling Fee .....	0	Total Transport (LCY) .....	0.00
License Fee w/VAT .....	0	Customs Amount .....	889,727.26
Bank Cost .....	0	Cost Amount ex. VAT .....	889,727.26

### Customs Declaration – Cost

Clicking on the zero behind **Unloading** opens a table that needs to be filled in:

Edit - Import - Cost Registration ↗ ✕

🔍 Search + New ✎ Edit List 🗑 Delete 📄 Open in Excel ☰

Vendor	Type	Amount	Vendor Invoice No.	Due Date	Charge Created
→ 10000	Unloading	0			<input type="checkbox"/>

### Cost Registration

To enter multiple costs at a time press Alt+k to open the following window

### Edit - Import - Cost Registration



Search + New Edit List Delete Open in Excel

Vendor	Type	Amount	Vendor Invoice No.	Due Date	Charge Created
	Unloading	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
	Run	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
	Storage Fee	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
	Exise Duty	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
	Handling Fee	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
	License Fee	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
	Bank Cost	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
	Interest Cost	0	TO21-0001A	3.6.2021	<input type="checkbox"/>
→	Other Dom. Cost	0	TO21-0001A	3.6.2021	<input type="checkbox"/>

Cost Registration

### Cost Line

Shows the calculation of costs for each item line.

← Import | Work Date: 4/6/2020 ✎ + 🗑

T021-00001 · A

Process Category 7 | Actions Fewer options

Delivery >

Duty Price > 5,618.10 EUR 0.00 156.8000

Cost > 0.00

Item No.	Description	Quantity	Tariff Amount	Duty Unit Price	Unit Cost	Excise per Unit	Dom.Cost per Unit	EDI Reply	Duty Unit Cost	Import Duties Unit Cost
→ 1896-S	ATHENS-skrifborð	15	889,727.26	0.00	0.00	0.00	0.00	No	0.00	0.00

Customs Declaration – Cost Line

## Misc

Customs Declaration – Misc

**Customs Warehouse:** Copied from Customs Warehouse field in Import Setup.

**Arrival no. of Parcels:** Use F6 button to view and edit parcel arrival numbers.

**Duty Post Office Code:** Code of the post office.

**Duty Post Office:** Name of the post office.

**Vehicle No.:** Vehicle No. of importing vehicles.

**License/Certificate:** Inserted automatically when calculating the customs declaration.

**Sender No.:** Vendor no. if all lines belong to the same sender, otherwise empty.

**Sender:** Vendor name if all lines belong to the same sender, otherwise empty.

**Enclosure:** Number of enclosures.

**Invoices:** After dropping down, Vendor Invoice No. from the purchase order is shown if it was filled out. If not, it is possible to enter the vendor invoice no. that applies to it here by selecting *New* and entering a number.

Import Document Nos

**Transp. Invoices, Pack List, Other Attachments:** Number of transport fees.

**Purchase Order:** Purchase order number.

**Customergroup Code:** Dimension 1

**Department Code:** Dimension 2

## Price Calculation

← Import | Work Date: 4/6/2020 ✎ + 🗑

T021-00001 · A

Process Category 7 | Actions Fewer options

---

Cost Line | Manage 🔍

Item No.	Description	Quantity	Tariff Amount	Duty Unit Price	Unit Cost	Excise per Unit	Dom.Cost per Unit	EDI Reply	Duty Unit Cost	Import Duties Unit Cost
→ 1896-S	ATHENS-skrifborð	15	889,727.26	0.00	0.00	0.00	0.00	No	0.00	0.00

Misc > MST 10000

**Price Calculation** Show less

No. ....	T021-00001	Fob Amount (LCY) .....	880,918.08
Version .....	A	Fob Amount .....	5,618.10
Manifest No. ....		Customs Amount .....	889,727.26
Vehicle No. ....		Price Calculated .....	<input type="checkbox"/>
Consignment No. ....	ABBBCCCCDEFFFGGGV	Unchanged SalesPrice .....	<input checked="" type="checkbox"/>

### Customs Declaration – Price Calculation

**Unchanged SalesPrice:** Sets the Calculation Type on all lines to ‘Don’t change unit price’.

## CustDoc Price Calc Lines

In these lines you can see the price calculation of the item lines of the customs declaration.

← Import | Work Date: 4/6/2020 ✎ + 🗑

T021-00001 · A

Process Category 7 | Actions Fewer options

---

Cost Line | Manage 🔍

Item No.	Description	Quantity	Tariff Amount	Duty Unit Price	Unit Cost	Excise per Unit	Dom.Cost per Unit	EDI Reply	Duty Unit Cost	Import Duties Unit Cost
→ 1896-S	ATHENS-skrifborð	15	889,727.26	0.00	0.00	0.00	0.00	No	0.00	0.00

Misc > MST 10000

Price Calculation > 889,727.26 No

**CustDoc Price Calc Lines** 🔍

Entry No. ↑	Item No.	Item Description	Old Purch.Price in For.Curr	New Purch.Price in For.Curr	Purch.Price Change %	Old Unit Cost	Unit Cost per Base UOM	Unit Cost Change %
→ 10000	1896-S	ATHENS-skrifborð	325	375	15.38 %	50,900	0	-100 %

### Customs Declaration – CustDoc Price Calc Lines

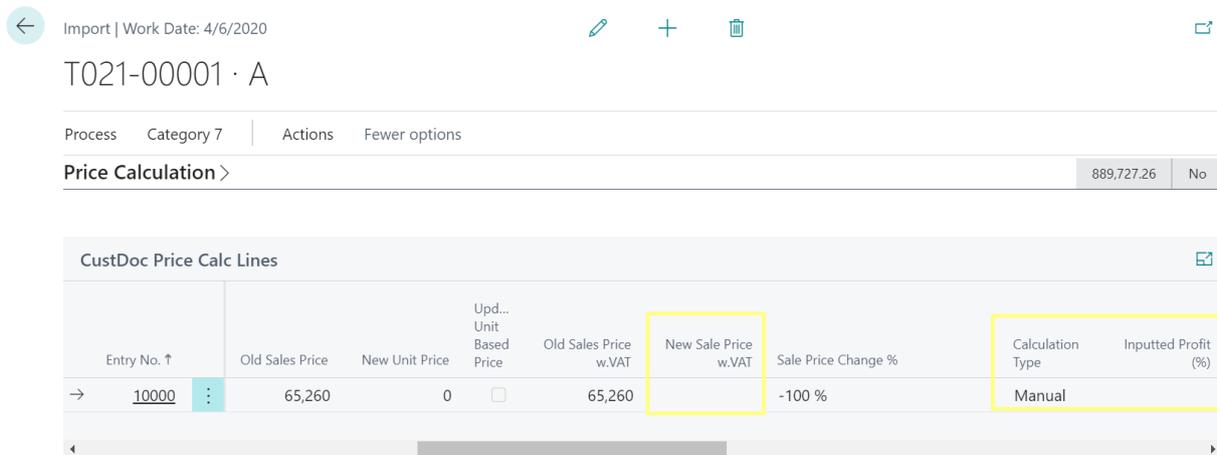
**Old Purch.Price in For.Currency:** Last purchase price retrieved.

**Purch.Price Change %:** Purchase price change in %.

**New Unit Price:** Calculated using the Calculate Cost Price function. Calculation based on "Unit Cost" field with respect to the unit of measurement.

**Unit Cost Change %:** Unit cost change in %.

**New Sales Price w.VAT:** Calculated using the Old Sales Price with a purchase price change or unit cost change. The sales price can be changed as follows: Enter the profit percentage in "Inputted Profit (%)". Enter the sales price in the New Sales Price field. Change "Calculation Type".



Import | Work Date: 4/6/2020

T021-00001 · A

Process Category 7 | Actions Fewer options

Price Calculation > 889,727.26 No

CustDoc Price Calc Lines									
Entry No. ↑	Old Sales Price	New Unit Price	Upd... Unit Based Price	Old Sales Price w.VAT	New Sale Price w.VAT	Sale Price Change %	Calculation Type	Inputted Profit (%)	
→ 10000	65,260	0	<input type="checkbox"/>	65,260		-100 %	Manual		

*Customs Declaration – CustDoc Price Calc Lines*

The sales price only changes in the inventory if the "Update Item Unit Price" action is run.

**Sales Price Change %:** Sales price change in %.

**Calculation Type:**

Manual – Sales price changes according to "New Unit Price" or "Inputted Profit (%)".

Purchase Price Change – Sales price change = Purchase price change.

Unit Cost Change – Sales price change = Cost price change.

Don't change sales price – Sales price change = 0.

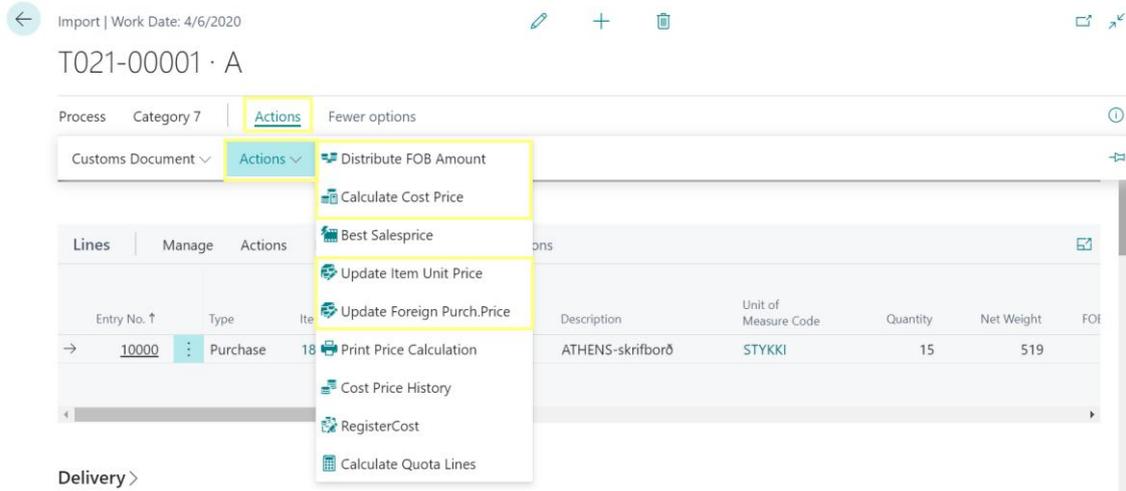
**Inputted Profit (%):** Entered a new margin percentage.

**New Markup:** The markup after running " Update Item Unit Price ".

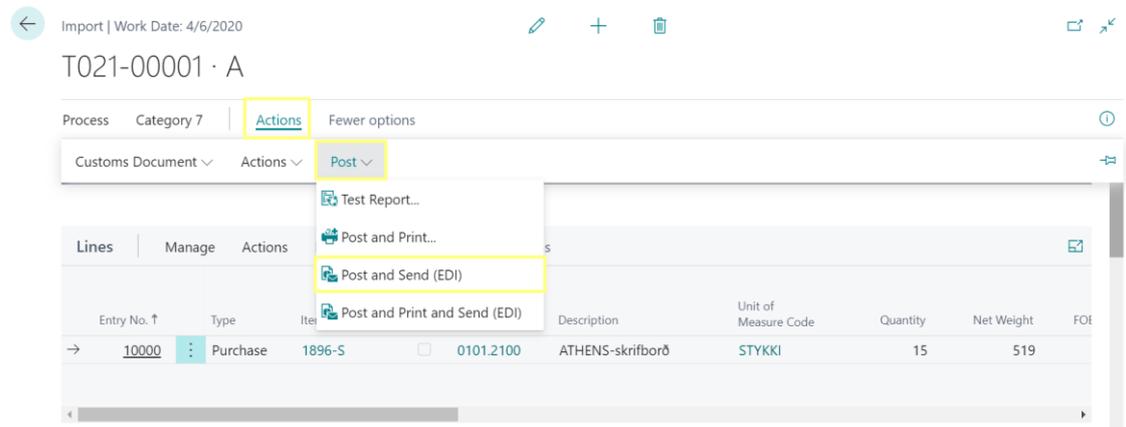
**New Profit:** The profit after running " Update Item Unit Price ".

## Final Preparation for Posting

Once the customs declaration has been completed, the cost price calculated, the FOB price balanced and the unit and foreign purchase price updated, if applicable, it is posted and sent.

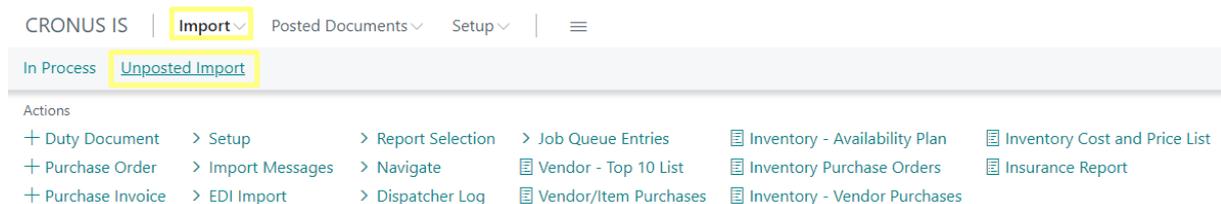


*Customs Declaration – Preparation for posting*



*Customs Declaration – Post and Send (EDI)*

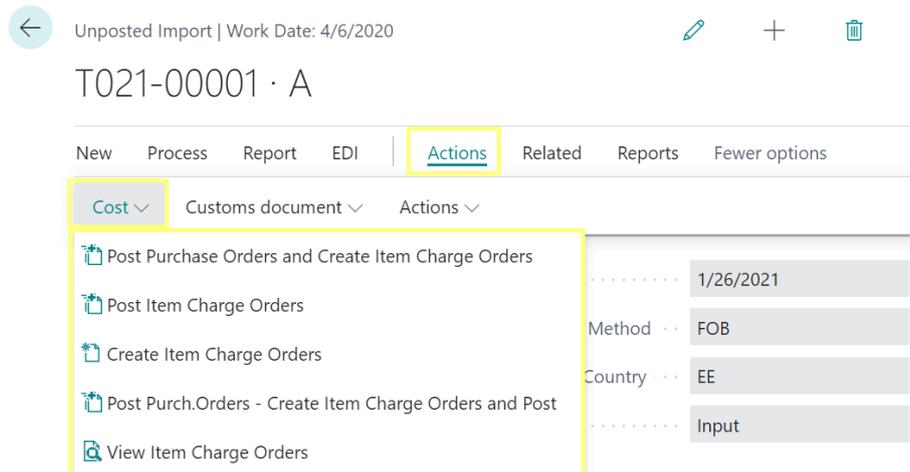
If the necessary information is missing in any area, the system should provide an error message. Otherwise, the declaration will be transferred to Unposted Import, where it is able to receive EDI messages and be posted. *Unposted Import* page can be found either on the role center under *Import* tab or by typing in the Tell Me search box.



*Unposted Import*

It is important to monitor whether the calculation of the customs duties of the system and the director of customs is comparable.

In Unposted Import, a customs declaration can be prepared in an appropriate manner, which includes the following actions:



Unposted Import | Work Date: 4/6/2020

T021-00001 · A

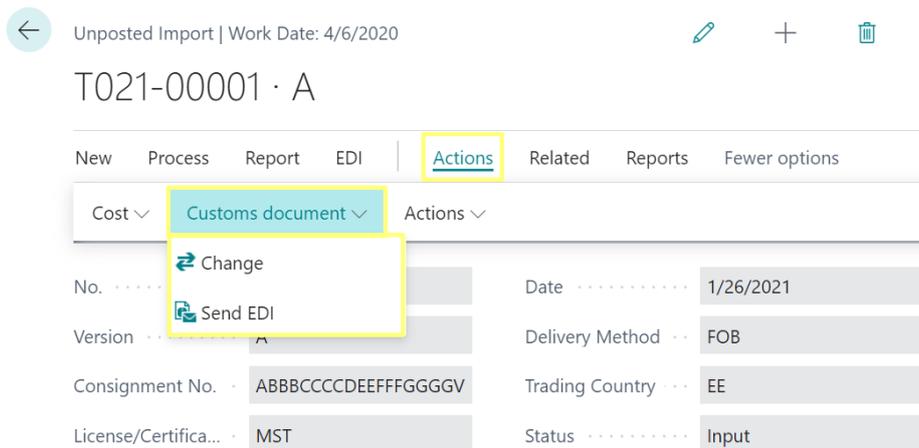
New Process Report EDI **Actions** Related Reports Fewer options

Cost ▾ Customs document ▾ Actions ▾

- Post Purchase Orders and Create Item Charge Orders
- Post Item Charge Orders
- Create Item Charge Orders
- Post Purch. Orders - Create Item Charge Orders and Post
- View Item Charge Orders

1/26/2021  
Method ···· FOB  
Country ···· EE  
····· Input

*Unposted Import – Cost actions*



Unposted Import | Work Date: 4/6/2020

T021-00001 · A

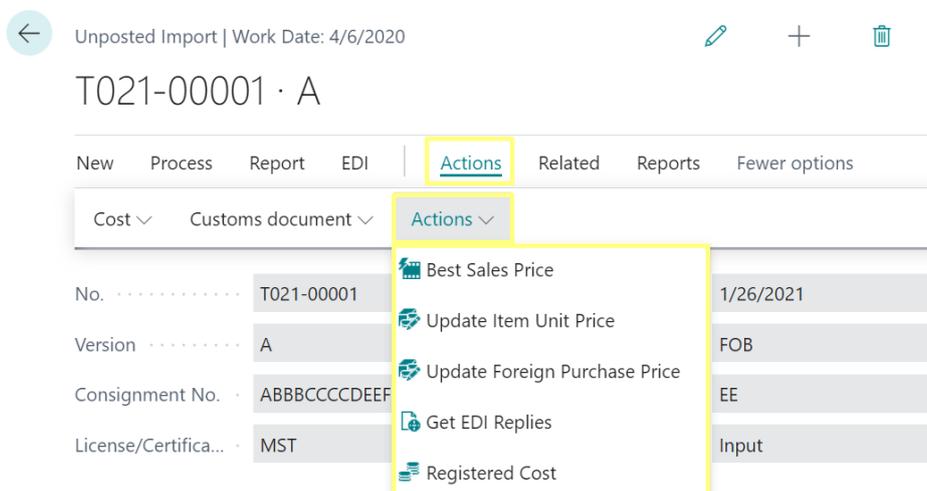
New Process Report EDI **Actions** Related Reports Fewer options

Cost ▾ **Customs document** ▾ Actions ▾

- Change
- Send EDI

No. ······ Date ······ 1/26/2021  
Version ······ Delivery Method ···· FOB  
Consignment No. · ABBBCCCCDEEFFGGGV Trading Country ···· EE  
License/Certifica... · MST Status ······ Input

*Unposted Import – Customs document actions*



Unposted Import | Work Date: 4/6/2020

T021-00001 · A

New Process Report EDI **Actions** Related Reports Fewer options

Cost ▾ Customs document ▾ **Actions** ▾

- Best Sales Price
- Update Item Unit Price
- Update Foreign Purchase Price
- Get EDI Replies
- Registered Cost

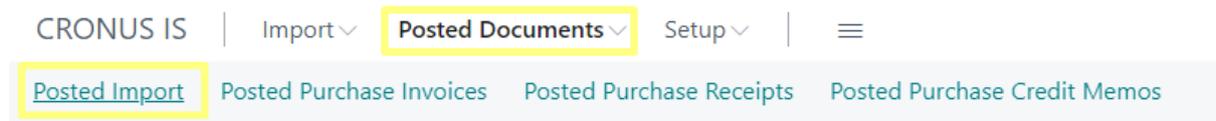
No. ······ T021-00001 1/26/2021  
Version ······ A FOB  
Consignment No. · ABBBCCCCDEEF EE  
License/Certifica... · MST Input

*Unposted Import –Actions*

When a response has been received from the director of customs, it is time to post purchases, generate item charges and post all the way by going to *Actions* and selecting *Post Purch.Orders – Create Item Charge Orders and Post* under *Cost*.

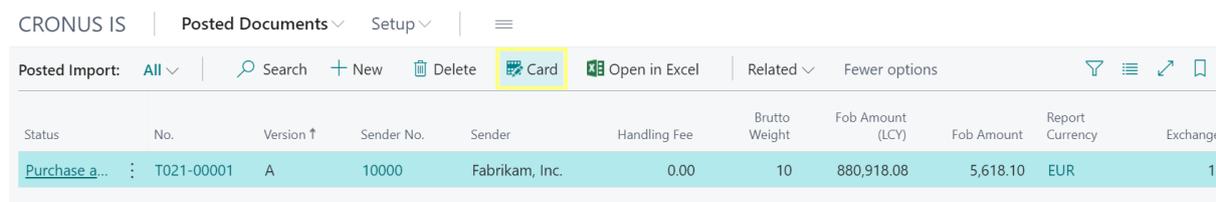
A customs declaration has now been completed all the way through the system.

To view posted declarations and make corrections, go to *Posted Import* page which can be found either on the role center under *Posted Documents* tab or by typing in the Tell Me search box.



*Posted Import*

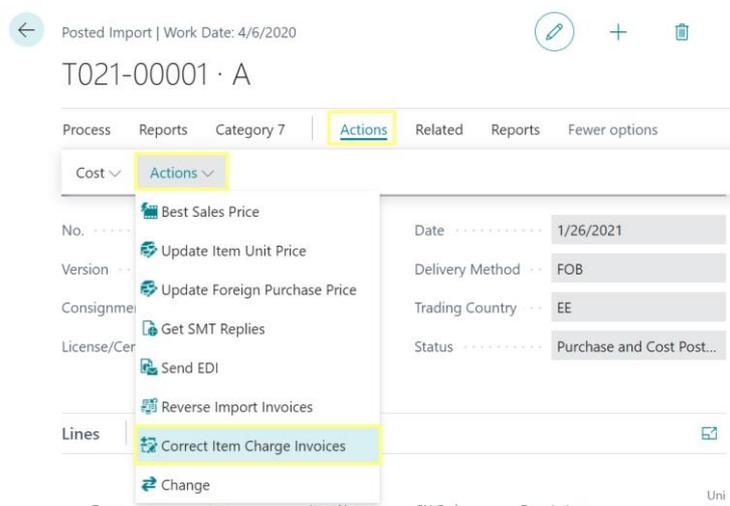
There you can see a list of all the declarations that have been posted. Select a declaration and click on action Card.



*Posted Import*

Here you can find all the information about the import in question and adjust the item charge.

To adjust item charge, click on *Actions* at the top of the banner, *Actions* again, and run *Correct Item Charge Invoices* action.



*Posted Import – Correct Item Charge Invoice*

Selecting this feature will open a window showing all the item charges associated with that declaration. Click *Edit list*, check *Select for Correction* box and run *Correct Item Charge* action.

← Correct Item Charge | Work Date: 4/6/2020 Not saved  

Search + New **Edit List** Delete **Correct Item Charge** Open in Excel More options  

Select for Corr...	Document No. ↑	Vendor	Currency ↑	Purch. Inv. Header	Purchase Order	Invoice Amount	Invoice Amount w.VAT	Tra Fee
→ <input checked="" type="checkbox"/>	T021-00001			108001		252,464	252,464	

*Correct Item Charge*

With this, the system creates a credit memo and posts it, and it also creates a new item charge that can be corrected and posted. Then, all that is left to do is change the amounts and post.

If a customs declaration is not accepted, a new version of the customs declaration must be created and corrected, sent, and posted again. This can be done as often as needed. You can copy a customs declaration, and it will receive a new version and be processed, where you can make changes and send it back. To do this, select Actions at the top of the banner, then click Actions and *Change*.

← Posted Import | Work Date: 4/6/2020  + 

T021-00001 · A

Process Reports Category 7 **Actions** Related Reports Fewer options

Cost ▾ **Actions ▾**

-  Best Sales Price
-  Update Item Unit Price
-  Update Foreign Purchase Price
-  Get SMT Replies
-  Send EDI
-  Reverse Import Invoices
-  Correct Item Charge Invoices
- Change**

Date ..... 1/26/2021

Delivery Method ... FOB

Trading Country ... EE

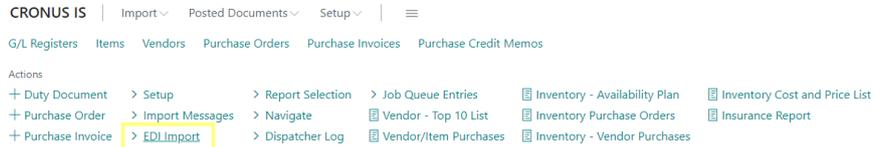
Status ..... Purchase and Cost Post...

Type	No.	Item No.	CN Code	Description	Uni Me.
------	-----	----------	---------	-------------	---------

*Posted Import – Change*

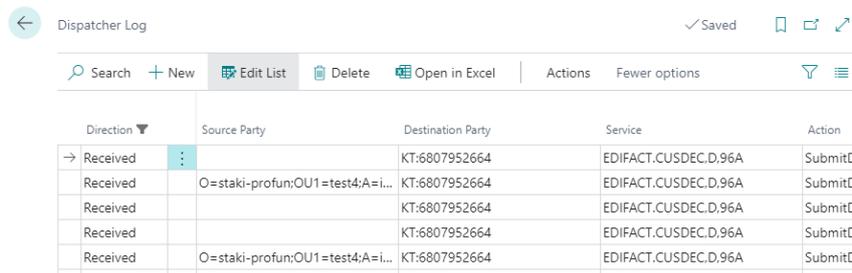
## Import documents from Customs

Documents from Customs can be imported via action *EDI Import* which can be found in Customs Import Role Center, or in Posted/Unposted Import pages. Keyboard shortcut *CTRL+I* can also be used to run *EDI Import* action directly from the role center.



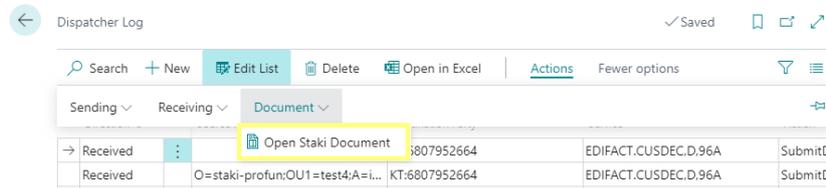
### EDI Import

After the import, Dispatcher Log page will open showing all documents received from Staki.



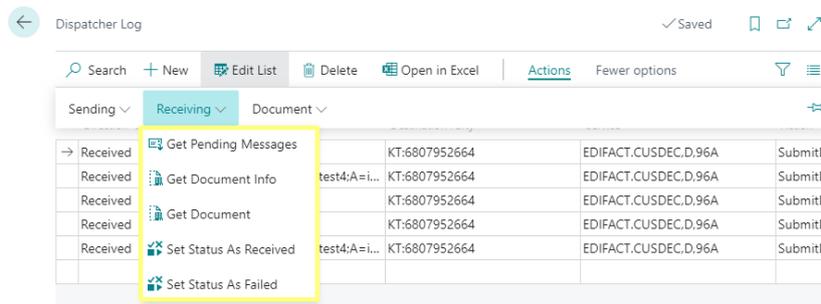
### Dispatcher Log

There are several actions that can be run from Dispatcher Log page. *Open Staki Document* opens the xml file received from the web service. Shortcut key for this action is *CTRL+K*.



### Dispatcher Log – Document

Under Receiving tab, we can find actions for getting pending messages, document and document info, and setting status.



### Dispatcher Log – Receiving

We can also get status of a transaction via *Get Status* action in Sending tab.

Dispatcher Log ✓ Saved

Search + New Edit List Delete Open in Excel Actions Fewer options

Sending Receiving Document

Get Status		KT:6807952664	EDIFACT.CUSDEC.D.96A	SubmitD
Received	O=staki-profun;OU1=test4;A=i...	KT:6807952664	EDIFACT.CUSDEC.D.96A	SubmitD

*Dispatcher Log – Receiving*