

Intelligent Shipper

Customs Settings Manual Version 1.0

Document Owner	INTERSOFT Systems and Programming Limited
Version	1.0
Date	07/01/2021
Description	Instructs Customer Administrator users how to setup EORI, VAT and Pre-registration numbers and upload company logo and signature images for use on customs documentation.
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1. Document Controls

Version History

Version	Amendments	Date	Author
0.1	First draft	29/12/202	Laura Price
0.1	Updated with review feedback Final version for release	07/01/2021	Laura Price

Review

Name	Title	Date Reviewed	Version Reviewed
Weronika Kucharska	Customer Success Executive	30/02/2020	0.1
Deepali Patil	Test Analyst	04/01/2021	0.1
Mariana Souleiman	Test Analyst	04/01/2021	0.1

Referenced Documents

Document Name	Version
Intelligent Shipper API - Multipiece Shipment Bookings	1.7.5

Contents

Intelligent Shipper	1
1. Document Controls	2
Contents	3
2. Table of Figures	4
3. Introduction	5
4. Customs Settings Maintenance	5
5. Pre-Registration Numbers	5
5.1. Add Pre-Registration Number	6
5.1.1. Duplicate Records	8
5.2. Delete Pre-registration Number	8
5.3. Using Pre-Registration Number on Shipment Creation	9
6. VAT and EORI Numbers	10
6.1. Add VAT/EORI Number	10
6.1.1. Duplicate Records	12
6.2. Delete VAT/EORI Number	12
6.3. Using VAT and EORI Numbers on Shipment Creation	13
7. Signatures and Logos	14
2.1 Add Signatures and Logos	14
2.2 Delete Signatures and Logos	16
2.3 Using Signatures and Logos on Customs Documentation	16
8. Appendix 1 - Glossary	18
9. Appendix 2 – Customs Document Examples	19
CN2319	
2.5 Proforma Invoice	20
2.6 Commercial Invoice	21

2. Table of Figures

Figure 1 - Customs Settings screen	5
Figure 2 - Add Pre-Registration Number screen	3
Figure 3 - Pre-Registration Type 'Other'	7
Figure 4 - Pre-Registration Number added successfully	7
Figure 5 - Pre-Registration Numbers list	3
Figure 6 - Duplicate Pre-Registration Number error message	3
Figure 7 - Delete Pre-Registration Number	3
Figure 8 - Confirmation Required message	9
Figure 9 - Pre-Registration Number deleted	9
Figure 10 - Add VAT/EORI Number screen10)
Figure 11 – VAT/EORI Number added successfully1	1
Figure 12 – VAT and EORI Numbers list1	1
Figure 13 - Duplicate VAT/EORI Number error message12	2
Figure 14 - Delete VAT/EORI Number12	2
Figure 15 - Confirmation Required message13	3
Figure 16 – VAT/EORI Number deleted13	3
Figure 17 - Signatures and Logos screen14	4
Figure 18 - Error message displayed when invalid file uploaded	5
Figure 19 - Logo image uploaded successfully15	5
Figure 20 - Signatures and Logos saved16	3
Figure 21 - Signature image and Signature Name deleted16	3

3. Introduction

The Intelligent Shipper Customs Settings screen allows Customer Administrator users to configure customs information for their customer account. Users can setup pre-registration numbers (importer tax numbers) VAT and EORI numbers for use when creating dutiable shipments, and upload company logo and signature images and set a signature name for use on customs documents.

This manual instructs Customer Administrator users to how to setup pre-registration, VAT and EORI numbers and upload images in the Customs Settings screen.

4. Customs Settings Maintenance

To setup or maintain customs information for your customer account, login to Intelligent Shipper then select Maintenance and Customs Settings.

The Customs Settings	s maintenance	screen is	displayed.
----------------------	---------------	-----------	------------

╞ Customs Se	ettings							
Dashboard / Maintenance / Customs Set	Dashboard / Maintenance / Customs Settings - Pre-Registration Numbers							
Pre-Registration Numbers	VAT and EORI Numbers	Signatures and Logos						
Search	Q				+ Add Pre-Registration Number			
tî Country Co	ountry Group Type	1 Pre-Registration Number		1 Valid From	1 Created Date			

Figure 1 - Customs Settings screen

The screen contains the following tabs:

- Pre-registration Numbers used to setup pre-registration numbers (importer tax numbers) such as GST, VOEC, OSS etc.
 Note: This tab is not used to setup VAT and EORI numbers.
- VAT and EORI Numbers used to setup VAT and EORI numbers only. Any other type of tax number must be setup in the Pre-Registration Numbers tab.
- Signatures and Logos used to upload company logo and signature images for use on customs documentation. If a signature image is upload, a signature name must be set to be displayed on the customs document along with the signature image.

5. Pre-Registration Numbers

Pre-registration Number may also be referred to as Importer Tax Number or Importer Tax ID. Different countries and destinations have different tax schemes, such as Norway's VOEC, Australia's GST and the EU's OSS. When shipping to these destinations, your Pre-Registration Number / Tax Number should be provided.



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Note: If Pre-Registration Number is provided on shipment creation via API or Bulk Mailing then it will overwrite the values in the Customs Settings screen.

5.1. Add Pre-Registration Number

To add a Pre-Registration Number, select the Pre-Registration Number tab in the Customs Settings screen and select 'Add Pre-Registration Number'.

Pre-Registration Numbers		VAT and EORI Numbers	Signatures and Logos	
Country	All		~	·
		- OR -		
Country Group	All		~	
Type *	Selec	t Registration Type	~	
Pre-Registration *]
Valid From *	23/12	/2020		
	Add	Pre-Registration Number	Cancel	

Figure 2 - Add Pre-Registration Number screen

In the Add Pre-Registration Number screen:

- The Country field contains a list of countries setup in the Countries maintenance screen by your System Administrator and the option 'All'. 'All' will be selected by default. If the Pre-Registration Number relates to a specific country (e.g. a GST number for Australia) then select that country from the list. If the Pre-Registration Number does not relate to a particular country, do not change the country from the default value of 'All'.
- 2. The Country Group field contains a list of the country groups available in the system (European Union and Rest of World) plus the value 'All'. 'All' will be selected by default. If the Pre-Registration Number relates to a specific country group (e.g. an EU OSS number) then select that country group from the list. If the Pre-Registration Number relates to a specific country, or is a generic number used worldwide, then do not change the country group from the default value of 'All'.

Note: Either a country or country group can be selected, but not both. If either the Country or Country Group field are changed from the default value of 'All', the other field will update to display 'N/A'. If a country is selected, the country group will be populated automatically based on the group that country has been assigned to in the Countries maintenance screen by your System Admin.

- 3. In the Type field, select one of the following options from the list:
 - OSS
 - GST
 - Other, please specify if this option is selected, a text field will be displayed for you to enter the Pre-Registration Type.
 Note: VAT and EORI numbers cannot be set in this tab. If you enter VAT or

EORI in the text field, an error message will be displayed.

Type *	Other, please specify	~
	VOEC	
Pre-Registration * Number		
Valid From *	23/12/2020	
	Add Pre-Registration Number Cancel	

Figure 3 - Pre-Registration Type 'Other'

- 4. In the Pre-Registration Number field, enter your Pre-Registration Number (Tax ID) for the country/country group and Type you have selected.
- 5. The Valid From field sets the date from which the Pre-Registration Number will be used when creating shipments. It defaults to the current date and can be changed to a future date (past dates cannot be selected).
- 6. Once all fields have been entered, select 'Add Pre-Registration Number'.
- 7. The Add Pre-Registration Number screen will close, the number that was added will be displayed in the Pre-Registration Numbers list and a confirmation message will be displayed on screen.

Pre-Registration	Numbers 📑 VAT and	EORI Numb	ers Signatures and Logos		
Search	Q				+ Add Pre-Registration Number
1 Record					. The Pre-Registration Number has
↓↑ Country	Country Group	Туре	1 Pre-Registration Number	1 Valid From	Created Daco been added successfully
NO - Norway	Rest of World	VOEC	VOEC1234567	23 Dec 2020	23 Dec 2020 15:45 by Laura Price 🔟
					1

Figure 4 - Pre-Registration Number added successfully

- 8. Repeat steps 1-7 to add other Pre-Registration Numbers as required
- 9. Once saved, all numbers will be listed in the Pre-Registration Numbers screen



Pre-Registration	Numbers 🕒 VAT an	id EORI Number	s 🛛 Signatures and Logos				
Search Q							
3 Records							1
1 Country	Country Group	Туре	1 Pre-Registration Number		1 Valid From	11 Created Date	
All	European Union	OSS	OSS44444444		23 Dec 2020	23 Dec 2020 15:54 by Laura Price	Ē
AU - Australia	Rest of World	GST	GST99998888		04 Jan 2021	23 Dec 2020 15:54 by Laura Price	创
NO - Norway	Rest of World	VOEC	VOEC1234567		23 Dec 2020	23 Dec 2020 15:45 by Laura Price	۵.
							1

Figure 5 - Pre-Registration Numbers list

5.1.1. Duplicate Records

It is not possible to create multiple Pre-Registration Numbers per country or country group, including for all countries and all country groups.

If you attempt to create a Pre-Registration for a country or country group that already has a record setup, when you select to add the Pre-Registration Number an error message will be displayed as in the screen shot below and the Pre-Registration Number will not be saved.

Pre-Registration Num	ibers 🖹 VAT and EORI Numbers 🖾 Signatures and Logos							
Add Pre-Registration Number								
	Cannot insert a duplicate record.							
Country	NO - Norway							
	- OR -							
Country Group	All 🗸							

Figure 6 - Duplicate Pre-Registration Number error message

5.2. Delete Pre-registration Number

To delete a Pre-Registration Number:

1. Select the delete icon for that number in the Pre-Registration Numbers list

Pre-Registration Numbers	S VAT and EORI	I Numbers	Signatures and Logos			
Search	Q				+ Add Pre-Registration Nu	umber
3 Records						1
1 Country Coun	ntry Group	Туре	1 Pre-Registration Number	1 Valid From	1 Created Date	_
All Europ	pean Union	OSS (OSS44444444	23 Dec 2020	23 Dec 2020 16:17 by Laura Price	向
					-	_
AU - Australia Rest o	of World	GST (GST99998888	23 Dec 2020	23 Dec 2020 16:17 by Laura Price	Ê
AU - Australia Rest o NO - Norway Rest o	of World of World	GST O	G5T99998888 VOEC1234567	23 Dec 2020 23 Dec 2020	23 Dec 2020 16:17 by Laura Price 23 Dec 2020 16:16 by Laura Price	۵ ش

Figure 7 - Delete Pre-Registration Number

2. A Confirmation Required message will be displayed.



Pre-Registration	Numbers 📑 VAT and EORI N	lumbers 🔄 Signatures and Logos			
Search	Q	\sim		+ Add Pre-Reg	stration Number
3 Records					1
1 Country	Country Group	÷	From	11 Created Date	
All	European Union		20	23 Dec 2020 16:17 by Laura Price	節
AU - Australia	Rest of World	Confirmation Required	20	23 Dec 2020 16:17 by Laura Price	Ŵ
NO - Norway	Rest of World	Are you sure you want to delete this setting?	20	23 Dec 2020 16:16 by Laura Price	Û
		Delete Cancel			1

Figure 8 - Confirmation Required message

- 3. To delete the Pre-Registration Number, select the Delete button on the Confirmation Required message.
- 4. The Pre-Registration number will be deleted. The number will be removed from the Pre-Registration Numbers list and a confirmation message will be displayed.

Pre-Registration	Numbers	VAT and EO	RI Number	s Signatures and Logos				
Search		Q					+ Add Pre-Registration	Number
2 Records	Count	ray Group	Тупе	Pre-Degistration Number		Valid From	The Pre-Registration Number ha	as
All	Europ	ean Union	055		23 [Dec 2020	been deleted successfully	m
NO - Norway	Rest o	fWorld	VOEC	VOEC1234567	23 [Dec 2020	23 Dec 2020 16:16 by Laura Price	۵.
								1

Figure 9 - Pre-Registration Number deleted

Note: A Pre-Registration Number cannot be edited. If any of the Pre-Registration Number details need updating it must be deleted and re-created.

5.3. Using Pre-Registration Number on Shipment Creation

When a dutiable shipment is created, if a Pre-Registration Number is not provided on shipment creation in either the API Request or Bulk Mailing file then Intelligent Shipper will look in the Customs Settings screen to find a Pre-Registration Number for the shipment destination. For shipments created via the Booking Wizard, the Customs Settings screen will always be used to find a Pre-Registration Number.

The system will carry out the following checks to search for a matching Pre-Registration Number in the Customs Settings screen:

- First, check if a Pre-Registration Number exists for the shipment destination country. If a matching record is found, that will be used.
- If a matching record is not found for the destination country, check if a matching record exists for the shipment destination country group (the country group that has been assigned to the shipment destination country in the Countries screen). If a matching record is found, that will be used.
- If a matching record is not found for the destination country group, check if a record exists for all countries and all country groups. If a record is found, that will be used.

If a Pre-Registration Number is found, this will be sent to the carrier and printed on any CN23 documents generated for the shipment.

6. VAT and EORI Numbers

Depending on the destinations you are shipping to, a VAT and/or EORI number may be needed.

The Customs Settings screen allows you to setup VAT and EORI Numbers for a particular country or country group or for all countries and groups, so that you can configure the numbers for the destinations you ship to. Setting VAT and EORI Numbers in this screen can be used as an alternative to providing the numbers on shipment creation. **Note:** If VAT or EORI Number is provided on shipment creation (via API, Bulk Mailing or Booking Wizard) it will overwrite the values in the Customs Settings screen.

6.1.Add VAT/EORI Number

To add a VAT/EORI Number, select the VAT and EORI Numbers tab in the Customs Settings screen and select 'Add VAT/EORI Number'.

Pre-Registration Num	nbers 🕒 VAT and EORI Numbers 🖾 Signatures and Logos
	Add VAT/EORI Number
Country	All
	- OR -
Country Group	All
Туре *	Select Registration Type
EORI/VAT Number *	
Valid From *	23/12/2020
	Add VAT/EORI Number Cancel

Figure 10 - Add VAT/EORI Number screen

In the Add VAT/EORI Number screen:

- The Country field contains a list of countries setup in the Countries maintenance screen by your System Administrator and the option 'All'. 'All' will be selected by default. If the VAT/EORI Number relates to a specific country then select that country from the list. If the VAT/EORI Number does not relate to a specific country, do not change the country from the default value of 'All'.
- 2. The Country Group field contains a list of the country groups available in the system (European Union and Rest of World) plus the value 'All'. 'All' will be selected by default. If the VAT/EORI Number relates to a specific country group (e.g. the European Union only) then select that country group from the list. If the VAT/EORI Number relates to a specific country, or is a generic number used worldwide, then do not change the country group from the default value of 'All'.



Note: Either a country or country group can be selected, but not both. If either the Country or Country Group field are changed from the default value of 'All', the other field will update to display 'N/A'. If a country is selected, the country group will be populated automatically based on the group that country has been assigned to in the Countries maintenance screen by your System Admin.

- 3. In the Type field, select one of the following options from the list:
 - VAT
 - EORI
- 4. In the EORI/VAT Number field, enter your VAT or EORI Number for the country/country group you have selected.
- 5. The Valid From field sets the date from which the VAT/EORI Number will be used when creating shipments. It defaults to the current date and can be changed to a future date (past dates cannot be selected).
- 6. Once all fields have been entered, select 'Add VAT/EORI Number'.
- 7. The Add VAT/EORI Number screen will close, the number that was added will be displayed in the VAT and EORI Numbers list and a confirmation message will be displayed on screen.

ľ	Pre-Registration Numb	ers 🕒 VAT and EORI N	Numbers	Signatures and Logos		
	Search	Q				+ Add VAT/EORI Number
1	Record					
	1 Country	Country Group	Туре	1 VAT/EORI Number	1 Valid From	↓↑ Created Date ✓ The VAT/EORI Number has been added successfully
	All	European Union	EORI	EORI123123	01 Jan 2021	23 Dec 2020 16:44 by Laura Price 🔟
						1

Figure 11 – VAT/EORI Number added successfully

- 8. Repeat steps 1-7 to add other VAT and EORI Numbers as required.
- 9. Once saved, all numbers will be listed in the VAT and EORI Numbers screen.

Pre-Registration Numbers	VAT and EORI Numbers		Signatures and Logos			
Search	Q				+ Add VAT/EORI	Number
3 Records						1
11 Country	Country Group	Туре	1 VAT/EORI Number	1 Valid From	11 Created Date	
All	All	EORI	VAT5555555	23 Dec 2020	23 Dec 2020 16:46 by Laura Price	Ē
All	European Union	EORI	EORI123123	01 Jan 2021	23 Dec 2020 16:44 by Laura Price	
GB - United Kingdom	Rest of World	VAT	X0123123	23 Dec 2020	23 Dec 2020 16:47 by Laura Price	Î
						1



6.1.1. Duplicate Records

It is not possible to create multiple VAT or EORI numbers per country or country group, including for all countries and all country groups.

Note: You can create both a VAT and an EORI number to the same destination (e.g. a VAT number for the EU country group and an EORI number for the EU country group) but not two numbers of the same type for the same destination (e.g. two EORI numbers for the EU country group).

If you attempt to create a VAT or EORI number for a country or country group that already has a number of the same type setup, when you select to add the VAT/EORI Number an error message will be displayed as in the screen shot below and the VAT/EORI number will not be saved.

Pre-Registration Nun	nbers 📑 VAT and EORI Number	s 🔄 Signatures and Logos						
Add VAT/EORI Number								
	Cannot insert a duplicate record.							
Country	GB - United Kingdom	~	•					
	- OF	-						
Country Group	All	~	•					
Туре *	VAT	~	•					
EORI/VAT Number *	VAT9876543							
Valid From *	23/12/2020							
	Add VAT/EORI Number	Cancel						

Figure 13 - Duplicate VAT/EORI Number error message

6.2. Delete VAT/EORI Number

To delete a VAT/EORI Number:

5. Select the delete icon for that number in the VAT and EORI Numbers list

Pre-Registration Numbers	VAT and EORI Numbers	s 🎦 Sigr	gnatures and Logos				
Search	Q					+ Add VAT/EORI N	lumber
4 Records							1
1 Country	Country Group Ty	pe Jî	VAT/EORI Number	↓↑ Valid From	1 Created Date		
All	All VA	T VA	AT9999999	23 Dec 2020	23 Dec 2020 16:52 by Laura Price		Ŵ
All	European Union EC	RI EO	DRI123123	01 Jan 2021	23 Dec 2020 16:44 by Laura Price		Ŵ
All	European Union VA	T VAT	AT7777777	23 Dec 2020	23 Dec 2020 16:48 by Laura Price		ŵ
GB - United Kingdom	Rest of World VA	т хо	0123123	23 Dec 2020	23 Dec 2020 16:47 by Laura Price		Ŵ
							1



6. A Confirmation Required message will be displayed.

Pre-Registration Numbers	VAT and EORI NU	umbers 🛛 🖾 Signatures and Logos			
Search	Q				+ Add VAT/EORI Number
4 Records					1
↓ ↑ Country	Country Group		om	1 Created Date	
All	All		1	23 Dec 2020 16:52 by Laura Price	Ê
All	European Union	Confirmation Required		23 Dec 2020 16:44 by Laura Price	ŵ
All	European Union	Are you sure you want to delete this VAT/EORI Number?	1	23 Dec 2020 16:48 by Laura Price	ŵ
GB - United Kingdom	Rest of World	Delete Cancel		23 Dec 2020 16:47 by Laura Price	1

Figure 15 - Confirmation Required message

- 7. To delete the VAT/EORI Number, select the Delete button on the Confirmation Required message.
- 8. The VAT/EORI number will be deleted. The number will be removed from the VAT and EORI Numbers list and a confirmation message will be displayed.

🖹 Pre-Reg	istration Numbers	VAT and EORI N	lumbers	Signatures and Logos					
Search		Q						+ Add VAT/EORI N	Number
3 Records									
🕸 Counti	ry Cou	ntry Group	Туре	1 VAT/EORI Number	1 Valid From	J↑ d	Created Date 🗸 Th	ne VAT/EORI Number has been eleted successfully	
All	All		VAT	VAT9999999	23 Dec 2020	23 D	ec 2020 16:52 by Laura	a Price	Î
All	Euro	opean Union	EORI	EORI123123	01 Jan 2021	23 D	ec 2020 16:44 by Laura	a Price	Ŵ
All	Euro	opean Union	VAT	VAT77777777	23 Dec 2020	23 D	ec 2020 16:48 by Laura	a Price	Û
									1

Figure 16 – VAT/EORI Number deleted

Note: A VAT/EORI Number cannot be edited. If any of the details need updating it must be deleted and re-created.

6.3. Using VAT and EORI Numbers on Shipment Creation

When a dutiable shipment is created, if either VAT or EORI Number is not provided on shipment creation in the API Request or Bulk Mailing file (and Booking Wizard for EORI number only) then Intelligent Shipper will look in the Customs Settings screen to find a number of that type for the shipment destination. For shipments created via the Booking Wizard, the Customs Settings screen will always be used to find a VAT Number.

The system will carry out the following checks to search for a matching VAT/EORI Number in the Customs Settings screen:

- First, check if a VAT/EORI Number exists for the shipment destination country. If a matching record is found, that will be used.
- If a matching record is not found for the destination country, check if a matching record exists for the shipment destination country group (the country group that has been assigned to the shipment destination country in the Countries screen). If a matching record is found, that will be used.

• If a matching record is not found for the destination country group, check if a record exists for all countries and all country groups. If a record is found, that will be used.

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Note: The above checks will be done separately for both VAT and EORI numbers.

If a VAT/EORI Number is found, this will be sent to the carrier and printed on any customs documents generated for the shipment.

7. Signatures and Logos

The Customs Settings screen allows you to upload a company logo and signature image for use on customs documentation, set a signature name to be displayed on the customs document along with the signature image.

To set signatures and logos, select the 'Signature and Logos' tab in the Customs Settings screen.

Pre-Registration Numbers	mbers 🔄 Signatures and Logos
Logo to include on Commercial Invoice / Proforma	By uploading your signature / logo, you are confirming that you are wanting this signature to be used on any CN23, Commercial Invoice and Proforma Invoice produced by this system. Browse The file format should be JPEG, JPG or PNG.
Signature to include on Commercial Invoice / Proforma and CN23	Browse Clear The file format should be JPEG, JPG or PNG.
Signature Name	Required if a signature is uploaded.
	Update

Figure 17 - Signatures and Logos screen

2.1 Add Signatures and Logos

To add signatures and logos:

1. In the Logo field select the 'Browse' button and select the image you want to upload.

Note: The image selected must be either JPEG, JPG and PNG and the file size must not exceed 100KB.

2. If the selected image does not meet these criteria an error message will be displayed.



Pre-Registration Numbers	VAT and EORI Numbers 🖾 Signatures and Logos
	By uploading your signature / logo, you are confirming that you are wanting this signature to be used on any CN23, Commercial Invoice and Proforma Invoice produced by this system.
Logo to include on Commercial Invo Profo	ice / Browse Clear rma Please upload an image less than 100 KB in size The file format should be JPEG, JPG or PNG.
Signature to include on Commercial Invo Proforma and C	Ice / Browse Clear IN23 The file format should be JPEG, JPG or PNG.
Signature N	Required if a signature is uploaded.
	Update

Figure 18 - Error message displayed when invalid file uploaded

3. When a valid image file is selected, the file name of the image will be displayed in the Logo field and a preview of the image will be displayed next to the field.

Pre-Registration Numbers	VAT and EOR	Numbers	Signatures and I	ogos			
Logo to include on Commercial I Pi	By uploa on any C voice / forma The file	ading your sign 2023, Commerces se Interso	ature / logo, you are confirm cial Invoice and Proforma Inv oft_Logo.pn be JPEG, JPG or PNG.	ing that you are roice produced b	wanting this sign by this system.	Clear	
Signature to include on Commercial I Proforma ai	voice / Brows	se format should l	be JPEG, JPG or PNG.	Clear			
Signatur	Name Require	d if a signature	is uploaded.				
	Upd	ate					

Figure 19 - Logo image uploaded successfully

4. In the Signature field select the 'Browse' button and select the image you want to upload.

Note: The image selected must be either JPEG, JPG and PNG and the file size must not exceed 100KB. If the selected image does not meet these criteria an error message will be displayed.

- 5. When a valid image file is selected, the file name of the image will be displayed in the Signature field and a preview of the image will be displayed next to the field.
- 6. In the Signature Name field, enter the name that will be displayed on customs documents along with the signature image.

Note: If a Signature image has been uploaded then a Signature Name must be entered, else an error message will be displayed when you try to save.



 Once all images have been uploaded and signature name has been entered, select 'Update'. The values will be saved successfully, and a confirmation message will be displayed.

Pre-Registration Numbers	🖹 VAT a	and EORI Numbers	Signatures and Logos					
Logo to include on Commercial	l Invoice / Proforma	By uploading your signa on any CN23, Commerc Browse The file format should b	ature / logo, you are confirming that ial Invoice and Proforma Invoice pr PEGE JPG or PNG.	you are w iduced by	wanting this signatu y this system.	ure to be used	The customs images have be updated successfully	en
Signature to include on Commercial Proforma a	l Invoice / and CN23	Browse	Test Stat	<u>*</u>	Clear			
Signatu	ure Name	The file format should b Test Signature	e JPEG, JPG or PNG.					
		Update	s uproaded.					

Figure 20 - Signatures and Logos saved

2.2 Delete Signatures and Logos

To delete the Logo or Signature image, select the 'Clear' button next to that image. The image will be removed and a confirmation message will be displayed.

To delete the signature name, delete the text in the Signature Name field and select 'Update'. **Note:** It will only be possible to delete the Signature Name if the Signature image has been deleted.

Logo to include on Commercial Invoice / Proforma	By uploading your signature / logo, you are confirming that you are wanting this signature to be used on any CN23, Commercial Invoice and Proforma Invoice produced by this system. Browse Clear The file format should be JPEG, JPG or PNG.
Signature to include on Commercial Invoice / Proforma and CN23	Browse Clear The file format should be JPEG, JPG or PNG.
Signature Name	Required if a signature is uploaded.

Figure 21 - Signature image and Signature Name deleted

2.3 Using Signatures and Logos on Customs Documentation

Once Signatures and Logos have been set, these will be used on customs documents (CN23, Proforma Invoice and Commercial Invoice) generated for your customer account.

The signature image and signature name will be used on CN23, Proforma Invoice and Commercial Invoice customs documents. The logo image will be used on Proforma Invoice and Commercial Invoices only.

For CN23 documents included in with the label image or any type of customs document downloaded from the View Shipment screen, the values set in the Customs Settings screen will always be used.

For Proforma Invoice and Commercial Invoice documents generated via the printDocument API, if signature image or signature name is provided in the API request, then the value sent in the API request will be used. If signature image or signature name are not provided in the API request and exist in the Customs Settings screen, then the value set in the Customs Settings screen will be used.

Company Logo cannot be provided in the printDocument API. A Company Stamp Image can be sent in the printDocumentRequest; this is different to the company logo and if provided will be displayed on the footer of the Proforma Invoice or Commercial Invoice.

For CN23 documents generated via the printDocument API, if signature image is sent in the API request then this will override any signature image set in the Customs Settings screen. Signature name on the CN23 will always be taken from the Customs Settings screen.

See Appendix 2 for example customs documents with logos and signatures included. See the document "Intelligent Shipper API - Multipiece Shipment Bookings" for more information on the printDocument API.

8. Appendix 1 - Glossary

Term	Definition
VAT Number	A Value Added Tax identification number is an identifier used in many countries, including the EU, for value added tax purpose.
EORI Number	Economic Operators Registration and Identification number. A European Union registration and identification number for businesses which undertake the import or export of goods into or out of the EU.
Pre-Registration Number	Also referred to as Importer Tax Number or Importer Tax ID. Different countries and destinations have different tax schemes, such as Norway's VOEC, Australia's GST and the EU's OSS. When shipping to these destinations, Pre-Registration Number / Tax Number should be provided.
Dutiable Shipment	A shipment that is subject to customs duties and taxes. Any international shipment with a commercial value (shipment type NDX) that is not going from an EU country to an EU country is a dutiable shipment.



9. Appendix 2 – Customs Document Examples

CN23

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2.5 Proforma Invoice

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Phone::07577445896 Phone::01234567890 Email : Email : Description Countsf of HS Code Unit Net Unit Value Quantity Sub-Total @Phone X AU 0.200 600.00 2 1000.00 iPhone X AU 0.400 1,000.00 1,000.00 Invoice Number: C1001234567 Terms Of Trade: DDU (Deliver/ Duf/ Unpaid) Total Pieces: 1 Hazardous: NO Total Weight: 0.400 KG(s) Reason For Export: Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of: Intersoft Test Account VAT Number: EORI12345 Name: Signature Name EORI Number: EORI12345 Date: 17 December 2020 Position :	Phone: 10777445896 Phone: 012345667890 Email: ::::::::::::::::::::::::::::::::::::	Phene: 07577446896 Phene: 01234667890 Email::::::::::::::::::::::::::::::::::::	<text><text><text><text><text></text></text></text></text></text>	United Kingdom							
Description Country of origin HS Code Weight KG Unit Net GBP Unit Value GBP Quantity Sub-Total GBP iPhone X AU 0.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : CI001234567 Weight INumber : EK999381457GB Terms Of Trade : DDU (Deliver/ Dud/ Unpaid) Total Pieces : 1 Hazardous : NO Total Vieght : 0.400 KG(s) Reason For Export : Sale of goods I/We declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	Description Country of origin HS Code Weight KG Unit Net GBP Unit Value GBP Quantity Sub-Total GBP iPhone X AU 0.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : CI001234567 Wafbill Number : EK999381457GB Terms Of Trade : DDU (Deliver/ Duf/ Unpaid) Total Pieces : 1 Hazandous : NO Total Veight : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Signature : Magdidin : Position :	Description Country of origin HS Code wight KG Unit Net GBP Quantity GBP Sub-Total GBP iPhone X AU 0.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : C1001234667 Ferms Of Trade : DDU (Deliver/ Dut/ Unpaid) Total Pieces : 1 Hazardous : NO Total Vieces : 1 Hazardous : NO Total Vieces : 1 Hazardous : NO Total Vieght : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoit Test Account VAT Number : EORI12345 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Signature : Mathematica Mathematica Position :	Description County of NS Code Unit Net: Unit Value Quantify Sub-Total Prinne X 0.400 0.400 0.000.00 0.000.00 0.000.00 Invoice Number: CDD1234567 Errors Of Trade: DDU (Deliver! Dut! Unpaid) Total Pieces: 1 Hazardous: NO Total Pieces: 1 Hazardous: NO We declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of: Intersoft Test Account VAT Number: VAT-7878646646621621 Name: Signature Name EORI Number: EORI Number: EORI 12345 Date: 17 December 2020 Position:	Phone : 07577445896 Email : testingcustomer@inte	rsoft.co.uk		Phone : 0123 Email :	34567890			
origin Weight KG GBP GBP iPhone X AU 0.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : C1001234567 Wafbill Number : EK999381457GB Terms Of Trade : DDU (Deliver/ Dud/ Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods I/We declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878645545621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Position :	origin Weight KG GBP GBP iPhone X AU 0.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00	origin Weight KG GBP GBP iPhone X AU 0.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : C1001234567 Ferms Of Trade : DDU (Deliver/ Duf/ Unpaid) Total Pieces : 1 Hazardous : NO Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods <i>IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above.</i> For and on behalf of : Intersoft Test Account VAT Number : EORI12345 Date : 17 December 2020 Signature : Position : Signature :	integration Weight KG GBP GBP GBP Nu 0.200 600.00 2 1000.00 Invoice Number: CI001234667 Integration 1,000.00 Wafbil Number: EX99381457GB Terms Of Trade: DDU (Deliverf Durf Unpaid) Total Pieces: Integration Hazardous: NO Total Weight: 0.400 KG(s) Reason For Export: Sale of goods We declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of: Intersoft Test Account VAT Number: VAT-7878646646621621 Name: Signature Name EORI Number: EORI Number: EORI 12345 Date: 17 December 2020 Position :	Description	Country of	HS Code	Unit Net	Unit Value	Quantity	Sub-Total	
Immone A AU U.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : Cl001234567 Wafbill Number : EK999381457GB Terms Of Trade : DDU (Deliver/ Dut/ Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods I/We declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878645645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	Immone A AU 0.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : CI001234567 Wafbill Number : EK999381457GB Terms Of Trade : DDU (Deliverf Dutf Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	Immone A NU U.200 600.00 2 1000.00 Totals 0.400 1,000.00 1,000.00 Invoice Number : Cl001234667 Wafbill Number : EK999381467GB Terms Of Trade : DDU (Deliver) Dut Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods <i>IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above.</i> For and on behalf of : Intersoft Test Account VAT Number : VAT-78786465645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature :	Immen A NU U.20U 600.00 2 1000.00 Invoice Totals 0.400 0.000 1,000.00 Invoice Number: C001234567 Immediate	Diana V	origin		Weight KG	GBP		GBP	
Invoice Number : Cl001234567 Wafbill Number : EK999381457GB Terms Of Trade : DDU (Deliver) Dut Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods I/We declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878545545521521 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Position :	Invoice Number : C1001234567 Wafbill Number : EK999381467GB Terms Of Trade : DDU (Deliverf Dutf Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646646621621 Name : Signature Name EORI Number : EORI12346 Date : 17 December 2020 Signature :	Invoice Number : Cl001234667 Wafbill Number : EK999381467GB Terms Of Trade : DDU (Deliverf Duff Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646545621621 Name : Signature Name EORI Number : EORI 12346 Date : 17 December 2020 Signature :	Inverse Number : Cl001234667 Wafbil Number : EK999381457GB Terms Of Trade : DDU (Deliver! Dut! Unpaid) Total Pieces : 1 Hazardous : NO Total Weight : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-78786465645621621 Name : Signature Name EORI Number : EORI12346 Date : 17 December 2020 Signature : Signature : Magdid Addid A	IPhone X	Totals		0.400	600.00	2	1,000.00	
Total Weight : 0.400 KG(s) Reason For Export : Sale of goods <i>IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above.</i> For and on behalf of : Intersoft Test Account VAT Number : VAT-7878645645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	Total Weight : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878645645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	Total Weight : 0.400 KG(s) Reason For Export : Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646545621621 Name : Signature Name EORI Number : EORI12346 Date : 17 December 2020 Signature :	Total Weight: 0.400 KG(s) Reason For Export: Sale of goods IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of: Intersoft Test Account VAT Number: VAT-7878646646621621 Name: Signature Name EORI Number: EORI12345 Date: 17 December 2020 Position : Signature : Margana Account Position : 111	Total Pieces : 1			Hazardous :	NO			
IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878645545621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878645645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Signature : Quadratic Contents of this and contents of this shipment are as stated above.	IWe declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of : Intersoft Test Account VAT Number : VAT-7878545645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Signature : @Add_Add_Add_Add_Add_Add_Add_Add_Add_Add	If the declare that the information of this invoice is true and correct to the best of my/our knowledge and that the contents of this shipment are as stated above. For and on behalf of: Intersoft Test Account It Thumber: VAT.78786465621621 Iters: CRI 1236 Iters: CRI	Total Weight : 0.400 KG(s)			Reason For I	Export : Sale of	goods		
For and on behalf of : Intersoft Test Account VAT Number : VAT-7878545545521521 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature :	For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646646621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	For and on behalf of : Intersoft Test Account VAT Number : VAT-7878545645621621 Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	For and on behalf of : Intersoft Test Account VAT Number : VAT-7878646646621621 Name : Signature Name EORI Number : EORI12346 Date : 17 December 2020 Position :	I/We declare that the ini and that the contents of	formation of t this shipmen	his invoice is nt are as state	true and con ed above.	rect to the be	est of my/ou	r knowledge	
Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Signature : Position :	Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature :Position :	Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Signature : Signature : Position :	Name : Signature Name EORI Number : EORI12345 Date : 17 December 2020 Position :	For and on behalf of : Interso	ft Test Account		VAT Number	; VAT-7878646	646621621		
Date : 17 December 2020 Signature : Position :	Date : 17 December 2020 Signature : Position :	Date : 17 December 2020 Signature : Position :	Date : 17 December 2020 Signature : Position : 1 of 1	Name : Signature Name			EORI Numbe	er: EORI12345			
Signature : 2 1 C Position :	Signature : Position :	Signature : Position :	Signature : Position :	Date : 17 December 2020							
12 mag- Colores-			1 of 1	Signature :	- Ban	<u>~</u>	Position :				
						•	1 of 1				

2.6 Commercial Invoice

Comm Shipper : testingcustomer Intersoft Test Account Blays House Wick Road Egham Surrey	ercial Invoice Recipient : Receiver name Receiver company
Shipper : testingcustomer Intersoft Test Account Blays House Wick Road Egham Surrey	Recipient : Receiver name Receiver company
testingcustomer Intersoft Test Account Blays House Wick Road Egham Surrey	Receiver name Receiver company
Intersoft Test Account Blays House Wick Road Egham Surrey	Receiver company
Blays House Wick Road Egham Surrey	
Wick Road Egham Surrey	1 The Street
Egham Surrey	New York
Surrey	NY
	50120
TW20 0HJ	United States of America
United Kingdom	
Phone : 07677445896	Phone : 01234567890
Email : testingcustomer@intersoft.co.uk	Email :
Description Country of HS Co	ode Unit Net Unit Value Quantit Sub-Total
origin	Weight KG GBP GBP
iPhone X AU	0.200 500.00 2 1000.00
Total Pieces : 1	Hazardous : NO
Total Weight : 0.400 KG(s)	Reason For Export : Sale of goods
I/We declare that the information of this inv and that the contents of this shipment are a	oice is true and correct to the best of my/our knowledge is stated above.
For and on behalf of : Intersoft Test Account	VAT Number : VAT-7878646646621621
Name : Signature Name	EORI Number : EORI12345
Date : 17 December 2020	
Signature : Baulty Bauer	Position :