

ModernLogic

Duty Management Integration Guide

Prepared for

General Use

Prepared by

ModernLogic

Version

2.31 (only available from 2024.1.0.1 onwards)

CECOH New elements

2.30 (only available from 2024.1.0.1 onwards)

New element on Address import for UKIMS Number (element 63)

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Introduction

In this document

This document provides an overview of using the Duty Management Auto-processing functionality for integration with a host system, which may be a Warehouse Management, ERP or other incumbent system.

Its contents are not meant to be all-inclusive, but rather to list the data flows with some examples of possible integration and to give some understanding about the modifications which may be needed to the host system to enable the interface with Duty Management.

This document is provided for information purposes. The final layouts of any interfaces must be confirmed with your Project Manager before any development work is undertaken.

Getting Started

Data may be passed to the Duty Management using CSV files in the formats contained within this document. These should be created at key stages by the host system. The separator used in these files may be a comma (",") or pipe ("|").

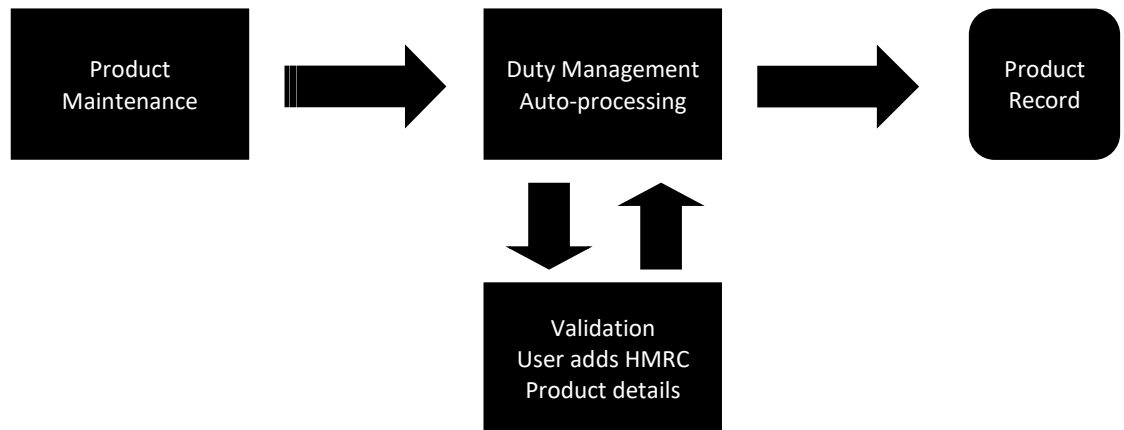
The data from the files is automatically uploaded into Duty Management using brokers and the Duty Management may be set to process the transactions immediately upon upload or hold the details to allow for checking and addition of information by the user.

The file names to be used are defined when Duty Management is installed and sequential file numbering can be used to ensure that all files are processed in the correct sequence.

Main Data Flows

Product

In order for Duty Management to process goods in, goods out and stock balance adjustments, it is necessary for both systems to maintain accurate product records.



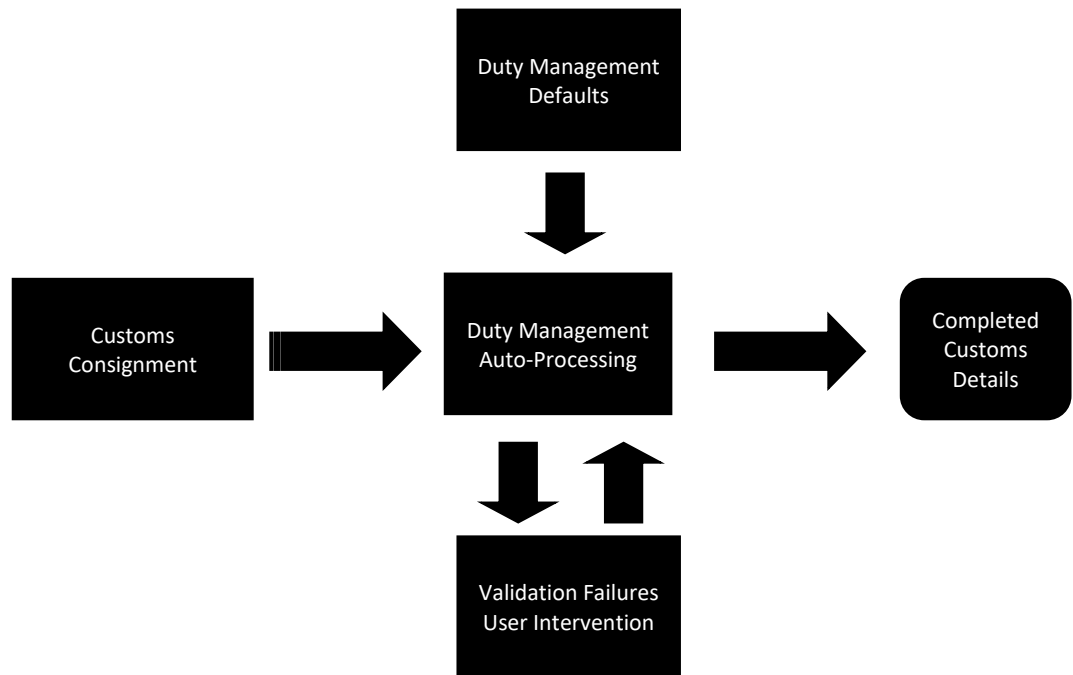
When a product created, updated or deleted in the host system, a comma separated file should be automatically extracted to the specified interface directory and this may be automatically uploaded into the Duty Management Temporary Product Maintenance screen.

For each new product the HMRC details such as commodity code and tax code will be completed in Duty Management.

Once the required product details are entered, it will be processed onto Duty Management as a valid product record as long as it passes all the validation criteria – e.g. that all mandatory fields are completed and that the commodity code and tax code are in the same duty category, otherwise the product record remains in Temporary Product Maintenance awaiting further amendments.

Receipt

Receipts of all Bonded stock should be sent to Duty Management, along with a rotation number allocated by the host system where this is possible, alternatively Duty Management may allocate a rotation number to the stock.



Once a Customs Consignment is completed in the host system, a comma separated file needs to be automatically extracted to the specified interface directory and automatically uploaded into the Duty Management Auto-Processing - the batch scheduler may be set to upload files at user defined intervals.

Duty Management applies product default values to the receipt lines and automatically processes the consignment receipt through the Auto-processing. The result is a completed rotation record Duty Management

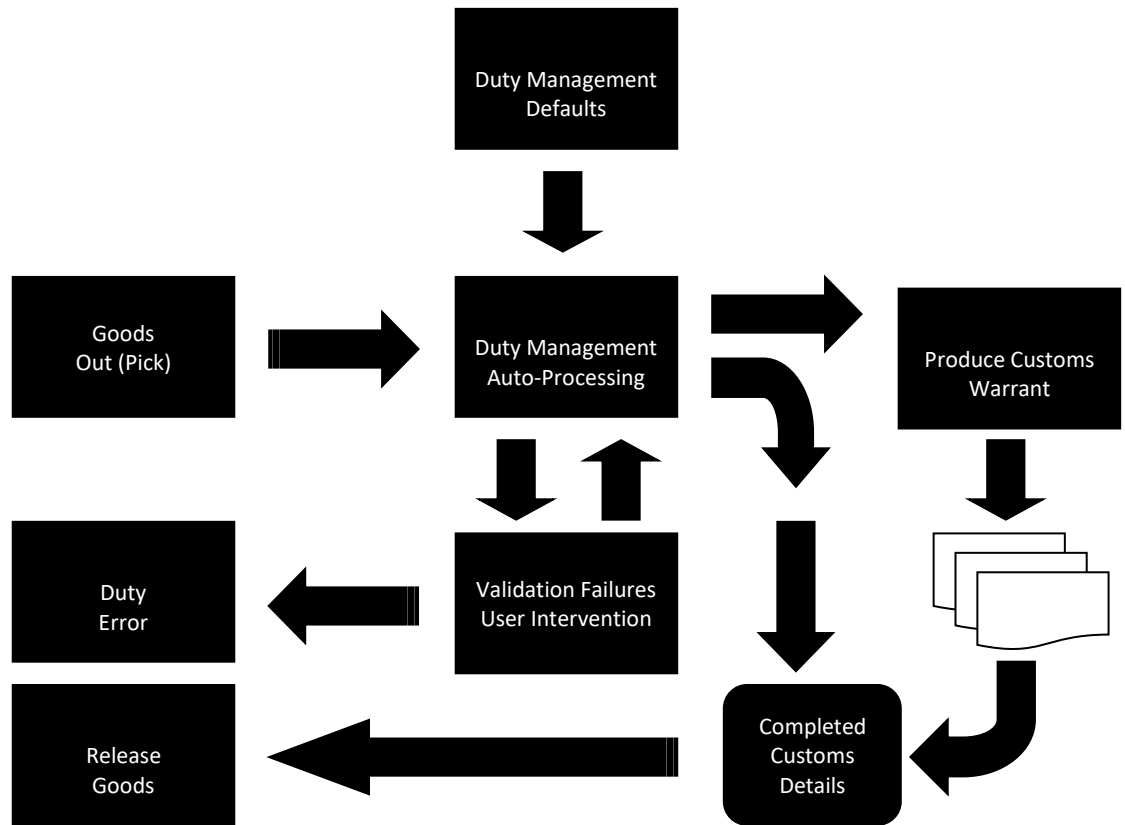
On occasion, a receipt may fail the Duty Management validation – for example, if the product does not yet exist in the system. Receipts that cannot be completed automatically will be held in the Automatic Receipt Completion screen with the status “User Intervention Required”. An authorised Duty Management user will be required to address any issues in order that the goods-in movement can be completed through the Auto-Processing.

As soon as the Customs Consignment is complete and the interface file created, the stock may be made available to pick regardless of whether the Duty Management goods-in process has been completed. No confirmation file is required from Duty Management to the host system. This has the added benefit that the warehouse operation is still able to process dispatches of the new stock right up to the point of being picked whilst the receipt validation failures are completed in Duty Management.

It is also possible to interface both under bond and duty paid stock to Duty Management and/or select the appropriate stock for removals using Duty Management stock allocation rules.

Dispatches

Removals from the warehouse should be sent to Duty Management once the final dispatched quantities are known. This is usually at the point of confirming the pick, but may be at another appropriate stage.



When a goods out pick is completed, a comma separated file should be automatically extracted to the specified interface directory and automatically uploaded into the Duty Management. The batch scheduler may be set to upload files at user defined intervals. The host system may allocate appropriate stock for the type of destination. Dependent on the destination type, it will also need to allocate stock with the appropriate Duty Stamp status.

Duty Management applies its default values to the goods-out movement and automatically processes it through the Auto-Processing.

For home use despatches in the UK, the duty calculations are performed and written to the Excise Schedule, and a numerically-sequenced “OK to Ship” interface file is generated so that the host system can release the goods

For bonded despatches, the W8, AAD or SAD may be printed as soon as the despatch has been completed through the Auto-Processing. Once the warrant is produced the “OK to Ship” is created and the goods can be released.

There may be occasions when the despatch cannot be completed automatically through the Auto-Processing, for example, if there are insufficient stock quantities available in Duty Management or incomplete HMRC details.

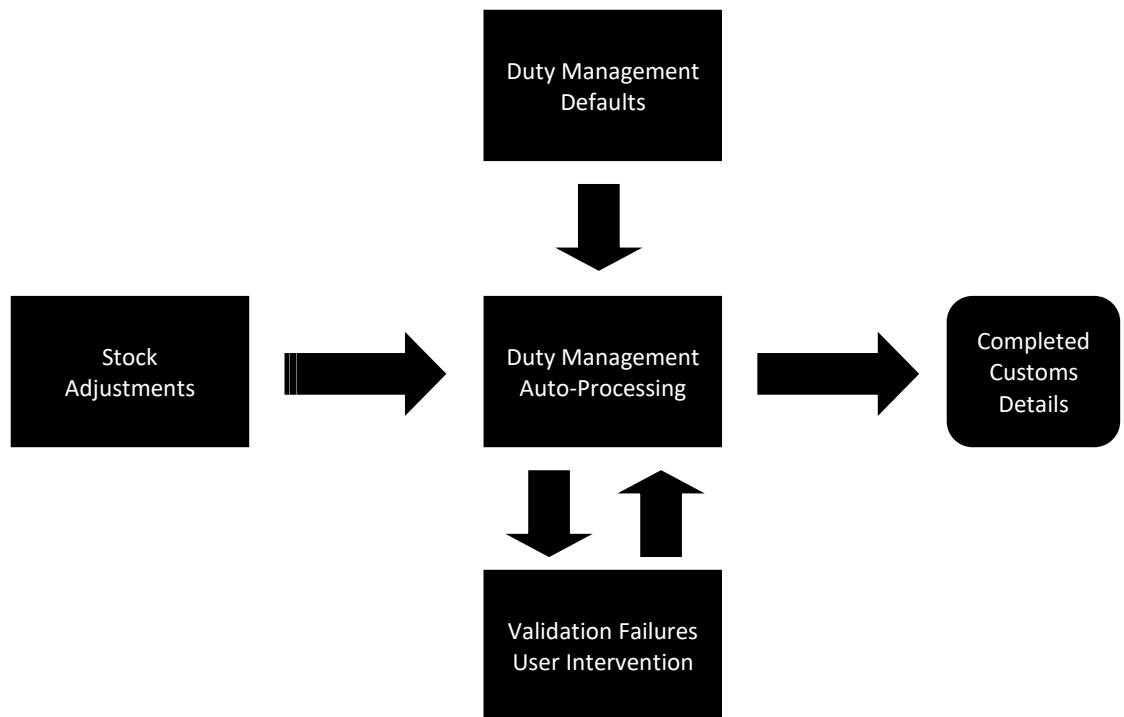
The movement will be held in the Automatic Despatch Completion screen at status “User Intervention Required”. In these instances, Duty Management transmits a “Duty Error” file.

The Duty Management user will be required to address any issues in order that the goods-out movement can be completed through the Auto-Processing and a numerically-sequenced “OK to Ship” interface file is sent to the host system and processed. Once the order is completed the release file will be generated.

Adjustments

Stock control functions may also be interfaced; these may come about as a result of a stock check or by the normal stock control daily activities and consist of the following:

- Positive adjustments: Gains in Store.
- Negative adjustments: Losses in Store and Authorised Destructions.



When a stock balance adjustment is completed in the host system, a comma separated file should be automatically extracted to the specified interface directory and this will be uploaded into the Duty Management Auto-Processing. The batch scheduler can be set to upload files at user defined intervals.

For Gains in Store, the adjustment is treated as a receipt, using the same format and following the same process as goods-in

For Losses in Store and Authorised Destructions the adjustment uses the same format as a goods-out movement. Where duty payment is required the excise duty and VAT payments will be accounted for on the W5D. The Goods Out Duty Schedule Enquiry may be used to identify and report losses.

Reconciliation

This enables stock balances in the host system to be compared with those in Duty Management.



At a suitable cut-off point when all transactions are completed and the host system and Duty Management are believed to be synchronised, a stock balances file containing the current balances of all rotations will be produced by the host system.

This will be uploaded by Duty Management and a reconciliation report showing any discrepancies between the systems will be produced.

The stock reconciliation file created by the host system should only report stock where the receipt was not Duty Paid, as this stock will not be held in Duty Management. This will prevent unnecessary discrepancies between the two systems.

Formats

This section shows the layout of all the files required for the data flows described in the previous chapter and other optional files which may also be utilised.

All the files are variable length and fields must be provided in the sequence specified and separated by a comma (",") or pipe ("|") symbol.

The requirement for the supply of each field is indicated in column 4 as follows

Requirement	
1	File will not upload without this field
2	Transaction will not complete processing without this field
3	Transaction will not complete processing under specified conditions without this field
4	Optional field, to be supplied as an empty field if information not available
5	Optional field, may be omitted from end of record where not required *

* Where there is a group of requirement 5 fields as the end of a record all these fields may be omitted if no value is to be supplied. If a value is to be supplied for any of these fields then blank fields must be supplied for those before it in the record, the fields after it may be omitted if these are not required.

Product (Import Type CESKU)

For the creation and amendment of Product details

Field	Length	Type	Notes
Customer	10	AN	1 The Client IE Ref of the owner of the product
Product Code	30	AN	1 The unique product code
Product Description	50	AN	2 A description of what the product is.
Package Description	20	AN	2 The package description of the product.
Bottles Per Case	6	N	3 Required if an Excise product
1000/Case	9	N (5.3)	3 Required if product type is cigarettes
KG/Case	9	N (5.3)	3 Required if product type is tobacco.
Price per pack	7	N (4.2)	3 Required if product type is cigarettes
Cigs Per Pack	4	N	3 Required if product type is cigarettes
Commodity Code	20	AN	2 Determines the customs duty applicable.
Type	1	AN	4 Valid Product types B Beer V Wine W Spirits C Cigarettes T Tobacco K Product Kit Will be set from Commodity and tax code if not supplied
Country Of Origin	2	AN	2 Country where the goods were made.
Country Wh. Consigned	2	AN	2 Country where the goods were purchased from.
Litres of Alcohol/Case	9	N (5.3)	3 Required if Excise product.
Field	Length	Type	Notes
Litres of Liquid/Case	9	N (5.3)	3 Required if Excise product.
Strength	5	N (3.1)	3 Required if Excise product.
VAT Code	1	AN	2 Valid VAT rate code

Cases/Pallet	6	N	2	The number of cases per pallet
Gross Weight	9	N (5.3)	2	Gross weight per case
Net Weight	9	N (5.3)	2	Net weight per case
Cases/Unit	4	N	4	
Invoicing Unit	40	AN	4	
Half Unit Litrage	8	N (5.2)	4	
Product Group	10	AN	2	Used to set product WMS fields
Tax Code	3	AN	3	The Excise tax code applicable to the product
Shelf Life (days)	7	N (-/+)	4	
Standard Cost	11	N (8.2)	4	Default Cost of the product.
Cost Currency	3	AN	4	Default Cost Currency for the cost.
Default Transfer Rate	4	N	4	
Default Duty Paid Rate	4	N	4	
Duty Paid Cost	11	N (8.2)	4	Default Duty Paid cost for the product.
DP Cost Currency	3	AN	4	Default Duty Paid cost currency.
Import Date and Time	14	AN	4	Date and time of import
Bulk Product	1	A	4	Is product bulk product ("Y" or "y" means it is)
Bulk UOM	3	AN	3	If "LOL" or "LOA" then set product pallet uom to this value. Otherwise set from Duty SubCategory Return Type.
Excise Product Code	4	AN	5	Excise Product Code for EMCS
Degree Plato	9	N (6.2)	5	Default Degree Plato for a rotation for EMCS Draft e-AAD submission
Wine Category	1	N	5	Wine Category Code for EMCS Draft e-AAD submissions Must be 0 (if not a Wine) or one of: 0 No category 1 Wine without PDO/PGI 2 Varietal wine without PDO/PGI 3 Wine with PDO or PGI 4 Imported wine 5 Other
Wine Growing Zone Code	2	N	5	Wine Growing Zone Code for EMCS Draft e-AAD submissions. Must be 0 (if not a Wine) or a value between 0 and 99
Third Country Origin	2	A	5	Country Code of Third Country of Origin for EMCS Draft e-AAD submissions of a Wine Product. Will be either blank or a valid Country.Code where EUCountry and UKCountry are both FALSE
Wine Op Codes	300	A	5	Wine Operation Codes: Quoted List of Wine Operation Codes (comma-delimited). Possible values are 1 to 99 inclusive. Example data expected "1,44,3,89".
Reserved Field				
Reserved Field				
Reserved Field				
Reserved Field				
Reserved Field				
Reserved Field				
Reserved Field				
OPR	1	A	5	Is the product an OPR product ("Y" or "y" means it is)
Cask Sediment %age	7	N (3.3)	5	Cask Sediment Percentage value for bulk products that could be stored in casks
Cask Volume (LOL)	9	N (5.3)	5	Cask Volume in LOL for bulk products – only imported if company preference "Allow Default Product Cask LOL" is switched on. It is utilised by the CCCO import if neither a total bulk litres or

				cask detail lines are provided for a receipt line of casks (for release 2020.1.0.0 onwards)
CE Sub Category	2	AN	5	CE Sub Category Import Ref for use when a Commodity Code is potentially used in multiple different

Optional Product Kit Component Details

Field	Length	Type		Notes
Product Code	30	AN	1	The unique product code
Component Product Code	30	AN	1	Product Code for the component
Component Quantity	6	N	1	Number of bottles in the kit

Optional Product OPR Approval Details

Field	Length	Type		Notes
Customer	10	AN	1	The Client IE Ref of the owner of the product
Product Code	30	AN	1	The unique product code
OPR	3	XXX	1	Differentiates this record as an OPR Approval Number Cost line. Must be set to "OPR"
Approval Number	15	AN	1	Product Approval Number format "XX/9999/999/99".
Cost Value	11	N	4	Cost value format ">>>>>>9.9999"
Cost Currency	3	XXX	4	Cost Currency

**Receipt
(Import Types
CECCO and
CECOO)**

For the Processing of goods into the warehouse (CECCO import type) or processing a Stock Out of Operation (CECOO).

Header

Field	Length	Type		Notes
Record type	1	N	1	Always 1
Document ref	20	AN	1	A unique reference number for each receipt
Customer Ref	20	AN	1	A valid client/division IE Ref
Receipt Type	2	A	3	IM – Import, OW – Other Warehouse, EC – From EU State, OS – Other Sources, GS – Gains in Store, FP - Processing. Default from supplier if blank.
Receipt Details 1	30	AN	4	
Receipt Details 2	30	AN	4	
Receipt Details 3	30	AN	4	
Supplier Code	20	AN	4	Used to default receipt type and indicators
Batch totals – lines	9	N	2	The number of lines on the receipt.
Batch Totals - cases	9	N	2	Total number of cases/casks/vats
Duty paid	1	Y/N/X	4	Y – Yes, N- No, X – Unknown
Receipt Date	10	DD/MM/YYYY	2	
Site ID	20	AN	2	The ref of the depot this receipt is for
Port Code/Tax Wh	20	AN	5	Port Code for IM, Tax Warehouse Number for OW and EU
Source Reference	20	AN	3	May be supplied for OW and EC. Required for IM. Field is used as Entry Number. For OW and EC receipts this field is the ARC number for the eAAD
Source Date	10	DD/MM/YYYY	3	May be supplied for OW and EC. Required for IM. Field is used as Entry Date.
UCR and SubUCR	40	AN.NNN	5	If a sub-ucr is included the last four characters must be a full-stop plus three numbers. If no sub-ucr is included it will default to zero
Operation Number	20	AN	5	If a value is supplied then import will be processed as the movement of stock out of an operation.
Return of Bonded	1	Y/N/Blank	5	Y - Yes, N or blank – No
MRN	18	AN	5	MRN for NCTS Receipt.
NCTS Released?	1	Y/N	5	Mandatory if a NCTS MRN is supplied.
NCTS En Route	1	Y/N	5	
NCTS Container Ref	17	AN	5	
Identity of transport	27	AN	5	
NCTS Nationality of Transport at Border	2	AN	5	If supplied must be a valid Country Code.
Consignor	20	AN	5	Consignor – if supplier has defined consignors
Default Approval No.	18	AN	5	Default Processing Approval Number

Optional Customs Receipt Details

Only to be supplied for receipt type 'IM' if further Customs details are available in the host system.

Field	Length	Type		Notes
Record Type	3	N (1.1)	1	Always 1.1
Document Ref	20	AN	1	To match header record (type 1)
Document Number	20	AN	4	
Doc Date	10	DD/MM/YYYY	4	
Import Ref	30	AN	4	Used to get details from ASN
Entry Number	15	AN	2	Entry number from port.
Entry Date	10	DD/MM/YYYY	2	Date the goods entered the port
Port of Entry	3	AN	2	Port at which the goods arrived
Ship Container Kg	10	N (6.3)	4	Weight of the container.
Seal Number	15	AN	4	The seal number on the container.
Cost	10	N (6.3)	2	Cost of the consignment.
Cost Currency	3	AN	2	Currency the cost has been paid in.
Insurance	10	N (6.3)	3	Insurance value for the consignment.
Insurance Currency	3	AN	3	Goods invoice currency
Freight	10	N (6.3)	3	Freight value for the consignment.
Freight Currency	3	AN	3	Freight invoice currency
Haulage (VAT Adjustment)	10	N (6.3)	3	Haulage value for the consignment.
Haulage Currency	3	AN	3	Haulage invoice currency
Buying Commission	10	N (6.3)	3	Buying commission for consignment.
Buying Commission Currency	3	AN	3	Currency of buying commission
Terms of Delivery	3	AN	2	Must be a valid INCO term
SDI Required	1	Y/N	2	Y – A CFSP SDI will be sent
UCR	16	AN	3	Required if SDI is Y
UCR Suffix	3	AN	3	Required if SDI is Y
Container	1	Y/N	3	Required if SDI is Y
Nationality of Transport at Border	2	AN	3	Required if SDI is Y
Mode of Transport at Border	1	AN	3	Required if SDI is Y
Inland Mode of Transport	1	AN	3	Required if SDI is Y
Valuation Method	1	N (1)	3	Required if SDI is Y (see below). Must be 1, 2 or blank. If blank, Client default will be used where one has been configured.
Goods Location	55	AN	3	Required if SDI is Y AN (2) - Location of Goods Country AN (3) - Location of Goods Port AN (50) - Location of Goods Shed / ID
Port Of Despatch	3	AN	5	Port at which the goods were dispatched from. If breakdown values are used air freight lines can only be supplied if both ports are marked as airports.

Optional Value Breakdown Header Details

Field	Length	Type		Notes
Record Type	3	N (1.1)	1	Always 1.2

Document Ref	20	AN	1	To match header record (type 1)
Value Type	1	A	1	Must be one of the following values: "C" – Cost, "I" – Insurance, "F" – Freight, "V" – VAT Adjustment, "B" – Buying Commission, "D" – Discount
Value Description	20	AN	1	Breakdown Value Description
Value	11	N(7.3)	1	Breakdown Value
Currency/Percentage	3	AN	1	Must be a valid Currency or %
Deduction	1	Y/N	4	If not supplied will be no
AirFreight	1	Y/N	4	If not supplied will be no

Receipt Line

Field	Length	Type		Notes
Record type	3	9.9	1	Always 2
Document ref	20	AN	1	Unique document reference, to match header (record type 1)
Product code	30	AN	2	Product code to identify the goods which are being received.
Rotation number	12	AN	4	Unique number allocated to each line (product) on the receipt. This can either be system generated or manually determined.
Cases/Casks	6 (11)	N	3	The number of cases/casks of the product for a particular detail line. For a bulk product if this value is zero then receipt will be to a vat
Bottles	6	N	3	The number of bottles of that product (if part cases arrive).
Cost value	14	N (11.2)	3	Cost value of the goods per highest Unit of Measure (e.g.case for cased goods or LOL/LOA for bulk Excise Goods). Will default from product if not supplied.
Cost currency	3	A	4	Currency for cost value . Will default from product if not supplied.
Country Where Consigned	3	A	3	The country where the goods have come from. Will default from product if not supplied.
Free Circulation	1	Y/N/X	3	Are the goods in free circulation ? (X – unknown). Will default from supplier if blank.
Ownership changed in UK	1	Y/N/X	3	Has the ownership of the goods changed within the UK? (X – unknown). Will default from supplier if blank.
Customs Duty paid in UK	1	Y/N/X	3	Has the customs duty on the goods been paid in the UK ? (X – unknown). Will default from supplier if blank.
Bottles per case	9	N	2	Number of bottles per case
Country of Origin	3	A	3	Country of Origin of Goods Will default from product if blank.
Bulk Litres	10	N(6.3)	3	Bulk Litres – for bulk products – Defined as "LOL" or "LOA" depending on Products Pallet Description (the Bulk UOM)
Vat Name	15	AN	3	Vat Name – for Bulk Stock into a vat

Age Of Spirit	10	99/99/9999	3	Age Of Spirit – For Bulk Stock
Original Order Reference	20	AN	3	If a Return of Bonded Stock then this is mandatory and must be a valid, completed Despatch Order Reference (Client Ref)
Alcohol Strength	5	N (3.1)	3	Required if Excise product.
Duty Stamps Applied	1	Y/N/X	3	Required if spirit with abv >= 30% and in container >= 35cl
Approval Number	18	AN	5	Processing Approval Number
Location Name	15	AN	5	Optional Putaway Location Name. If left blank then an unlimited location will be used

Optional Customs Details

To be provided for goods not in free circulation where import licence and/or quota/preference details are available in the host system.

Field	Length	Type	Notes
Record Type	3	9.9	1 Always 2.1
Document Ref	20	AN	1 As per 2nd field on Record Type 1, 1.1 and 2
Licence Number	12	AN	3 Licence number as set up in DM if Consignment Based licences are in Use.
COO	3	AN	3 COO where different from Product set up.
Quota\Preference ID	4	AN	3 Quota\Pref ID as set up in DM\provided in the Tariff.
GSP Certificate	40	AN	3 GSP Certificate Number
DPO Certificate	40	AN	3 DPO Certificate Number

Optional Fiscal Details

To be provided where breakdown of costs to be used for Customs Duty and VAT purposes is available in the host system.

Field	Length	Type	Notes
Record Type	3	9.9	1 Always 2.2
Document Ref	20	AN	1 As per 2nd field on Record Type 1, 1.1 and 2
Insurance Value	14	N(11.2)	4
Insurance Currency	3	A	4
Freight Value	14	N(11.2)	4
Freight Currency	3	A	4
Haulage Value	14	N(11.2)	4
Haulage Currency	3	A	4
Buying Commission	14	N(11.2)	4
Buying Commission Currency	3	A	4

Optional Cask Details

To be provided for bulk excise products received in casks

Field	Length	Type	Notes
Record Type	3	9.9	1 Always 2.3 for Cask Details Lines

Document Ref	20	AN	1	Should match the second (document ref) field on record type 1 and 2
Number of casks	6	N	2	If greater than one then casks will all be entered with same values, with the cask number incremented by one from the first cask number for each cask.
Cask Number	6	N	2	If more than one cask on cask line then this is the cask number of the first cask, and all subsequent casks will be incremented from this.
Cask Type	4	AN	2	Cask Type Code
Bulk Litres	15	N(6.3)	2	Bulk Litres – defined as “LOL” or “LOA” as per the products pallet description
Alcoholic Strength	5	N(3.1)	2	Alcoholic Strength as a percentage

Optional Document Details (Certificates and Import Licences)

To be provided for products requiring certificate(s) and/or additional import licence(s). Multiple lines may be supplied where more than one certificate or licence is required. Where multiple consignment-based licences are provided, stock will be received against them in expiry date order. If an import licence is interfaced using the optional Customs Details Line (2.1), this will be processed first. An error will occur and user intervention will be required when there is insufficient remaining quantity across all licences to cover the total amount of stock received on the rotation.

Field	Length	Type		Notes
Record type	3	9.9	1	Always 2.4 for certificate lines
Document Ref	20	AN	1	Should match the second (document ref) field on record type 1 and 2
Document Type	1	A	1	Must be either “C” (Certificate) or “L” (Import Licence)
Certificate Number	40	AN	1	Valid Certificate Number
Certificate Type	3	AN	4	Valid Certificate Type Code of Number or blank. If blank then find first Certificate given number, no matter what its Type.

Optional Value Breakdown Line Details

Field	Length	Type		Notes
Record Type	3	N (1.1)	1	Always 2.5
Document Ref	20	AN	1	To match header record (type 1)
Value Type	1	A	1	Must be one of the following values: "C" – Cost, "I" – Insurance, "F" – Freight, "V" – VAT Adjustment, "B" – Buying Commission, "D" – Discount
Value Description	20	AN	1	Breakdown Value Description
Value	11	N(7.3)	1	Breakdown Value
Currency/Percentage	3	AN	1	Must be a valid Currency
Deduction	1	Y/N	4	If not supplied will be no
AirFreight	1	Y/N	4	If not supplied will be no

Receipt Confirmation

Optional file created when receipt has been processed, used to update host system to make bonded stock available for picking.

Field	Length	Type	Notes	
Client ID	20	AN	1	Client/division IE Ref
Product ID	30	AN	1	The SKU code
Rotation Number	12	AN	1	
Quantity	999999	N	1	In lowest UOM
Depot Warehouse IE Ref	20	AN		

Duty Stamp Update

This file is created when the duty stamp status of a rotation is changed.

Field	Length	Type	Notes	
Product Code	20	AN	1	
Cases Received	6	N	1	
Bottles Received	6	N	1	
Received Date	8	DD/MM/CCYY	1	Processing date
Consignment Ref	20	AN	1	
PO Number	30	AN	1	Document
Rotation Number	12	AN	1	
Duty Paid	1	AN	1	Y or N
Duty Stamps applied	1	AN	1	Y or N

**Dispatches
(Import Types
CECOH,
CECOI and
CEPK)**

For the Processing of goods out of the warehouse (CECOH), processing a Stock Into Operation (CECOI) or a Rework (CEPK)

Field	Length	Type		Notes
Account Code	20	AN	2	The IE ref of the client (or division where used)
Customer Account Code	20	AN	4	The ref of the address to be used, this can be overridden by the address details supplied
Order Number	20	AN	2	Unique order number.
Customer Order Number	20	AN	4	Customer order number (if different)
Delivery Name	40	AN	3	These fields may be taken from address details if valid address code is provided as customer account code
Address line 1	45	AN	3	
Address line 2	45	AN	3	
Address line 3	45	AN	3	
Address line 4	45	AN	3	
Post Code	15	AN	3	
Telephone Number	21	AN	3	
Delivery Instructions line 1	30	AN	4	Free text instructions
Delivery Instructions line 2	30	AN	4	Free text instructions
Delivery Date	10	99/99/9999	2	
Home Order	1	Y/N	2	'Y' – Home Order 'N' – see below
Order Type (Under Bond Type)	3	AN	3	To be supplied if 'Home Order' is N See Order Type table at end for valid values. A 3 rd numeric digit may be supplied that denotes specific allocation rules by Duty Status which will override the Customs Order Type default rules. See Allocation Rules table at end for valid values.
Product Code	20	AN	2	
Rotation Number	12	AN	4	The rotation number that the goods will be picked from. This can either be supplied or the system will pick for you according to allocation rules.
Cases	6 (11)	N	3	The number of cases. If bulk stock, this is the number of casks or LOL.
Bottles	6	N	3	The number of bottles if part cases are required.
Contact Name	30	AN	4	Contact name for the delivery.
Line Number	3	N	4	
Sales Value (Per Case)	9	N (6.2)	4	Will override the purchase value for VAT and duty calculations if supplied
Customs Duty Customer	10	AN	4	Will override client deferment number. Must be valid client. Can be blank or enter "<-NOT-DEFERRED->" in order to have no deferment on the order
Excise Duty Customer	10	AN	4	Will override client deferment number. Must be valid client. Can be blank or enter "<-NOT-DEFERRED->" in order to have no deferment on the order
Additional Instructions 1	40	AN	4	

Additional Instructions 2	40	AN	4	
Additional Instructions 3	40	AN	4	
Additional Instructions 4	40	AN	4	
Depot/Warehouse IE Ref	20	AN	2	The ref of the depot/warehouse the dispatch is to be made from
Operation Number	10	AN	5	Operation number if import is a Stock Into Operation
Casks?	1	AN	5	If a Bulk Product then if this value is set to "Y" then it means the entered quantity is for a number of Casks.
Litres of non-bond additive	10	AN	5	Litres of non-bonded additive to be added to the operation as part of the movement of stock into an operation. Only supplied for stock into operation.
Consignee's Reference	13	AN	5	
Guarantee Text	26	AN	5	'Owner', 'Transporter' or 'Warehouse'. Required for W8 and AAD.
Consignee's VAT number	10	AN	5	
Delivery Name	40	AN	5	
Delivery Address Line 1	40	AN	5	
Delivery Address Line 2	40	AN	5	
Delivery Town	40	AN	5	
Delivery County	40	AN	5	
Delivery Post Code	40	AN	5	
Transporter Name	40	AN	5	
Transporter Address Line 1	40	AN	5	
Transporter Address Line 2	40	AN	5	
Transporter Town	40	AN	5	
Transporter County	40	AN	5	
Transporter Post Code	40	AN	5	
Other Transport Details 1	40	AN	5	
Other Transport Details 2	40	AN	5	
Other Transport Details 3	40	AN	5	
Other Transport Details 4	40	AN	5	
Other Transport Details 5	40	AN	5	
Tax Representative Ref	40	AN	5	
Tax Representative Name	40	AN	5	
Tax Representative Address Line 1	40	AN	5	
Tax Representative Address Line 2	40	AN	5	
Tax Representative Town	40	AN	5	
Tax Representative County	40	AN	5	
Tax Representative Post Code	40	AN	5	
Signatory Name	32	AN	5	
Signatory Place	32	AN	5	
Signatory Telephone Number	20	AN	5	
Additional Information	480	AN	5	
Consignee C&E Office	35	AN	5	
Receiving Warehouse C&E Office	35	AN	5	
Inland mode of transport	1	AN	5	

Guarantee Type	1	AN	5	Must be a number from 0 to 8 (excluding 7). For W8 and AAD: 1 = Owner; 2 = Transporter; 3 = Warehouse.
Customs Guarantee	26	AN	5	
Date of Declaration	99	dd/mm/yyyy	5	
Country of Destination	2	AN	5	
Certificates	480	AN	5	
Export Type	30	AN	5	"1" (Pre-Entry), "2" (Pre-Entry - Community Transit) or "3" (Community Transit Only)
Declaration Type	3	AN	5	"CO", "EX" or "EU" followed by subdivision of "A", "C", "D", "F", "J", "K", "Y", "Z"
Declaration Community	5	AN	5	Code indicating Community which documents require.
Transport of Departure Identification	40	AN	5	Ship name, flight number, registration etc. of transport
Transport Departure Country	2	AN	5	Nationality country code of transport at departure
Container	1	N	5	Goods not exported in a container
Transport crossing border Identification	40	AN	5	Ship name, flight number, registration etc. of transport crossing border
Transport crossing border Country	2	AN	5	Nationality country code of transport crossing border
Mode of Transport at the border	1	N	5	Mode of Transport Code at the border (must be a valid Transport Code)
Place of Loading Name	256	AN	5	Exact name of Place of Loading
Port Code of Place of Loading	5	AN	5	Port Code of Place of Loading
Location of Goods text	45	AN	5	Place where goods available for examination
Port Code of Location of Goods	5	AN	5	Port Code of place where goods available for examination
Intended Office of Transit Name 1	40	AN	5	Name 1 of office of transit, for selected country
Intended Office of Transit Country Code 1	2	AN	5	Country code 1 of Office of Transit
Intended Office of Transit Name 2	40	AN	5	Name 2 of office of transit, for selected country
Intended Office of Transit Country Code 2	2	AN	5	Country Code 2 of Office of Transit
Intended Office of Transit Name 3	40	AN	5	Name 3 of office of transit, for selected country
Intended Office of Transit Country Code 3	2	AN	5	Country code 3 of Office of Transit
Intended Office of Transit Name 4	40	AN	5	Name 4 of office of transit, for selected country
Intended Office of Transit Country Code 4	2	AN	5	Country code 4 of Office of Transit
Intended Office of Transit Name 5	40	AN	5	Name 5 of Office of Transit, for selected country
Intended Office of Transit Country Code 5	2	AN	5	Country Code 5 of Office of Transit
Intended Office of Transit Name 6	40	AN	5	Name 6 of Office of Transit, for selected country
Intended Office of Transit Country Code 6	2	AN	5	Country Code 6 of Office of Transit

Office of Destination Name	40	AN	5	Name of Office of Destination, for selected country
Office of Destination Country Code	2	AN	5	Destination Country Code of destination/selected office
Container Reference	17	AN	5	Container Reference – used by NCTS. If Element 78 (Container) is 1 and this is an NCTS transaction then it is mandatory.
Guarantee Access Code	4	AN	5	Guarantee Access Code – mandatory if an NCTS transaction.
Booking Ref	15	AN	5	Booking Reference
Previous Document	30	AN	5	Previous Document
In Direct Export	1	Y/N	5	Is export indirect?
NESMRN	18	AN	5	MRN reference used by NCTS.
Transport Charge MOP	1	A	5	Transport Charge Method of Payment (A,B,C,D,H,Y or Z)
Single Transport Contact	1	A	5	Single Transport Contact indicator (Y = True anything else False)
Office of Exit	8	N	5	Holds the address code of the customs office of exit
Routing Countries		AN	5	Quoted comma separated list of Country Codes
Seal Number	15	AN	5	Seal Identification
Declaration Reference	30	AN	5	Declaration Reference For SAAD
Declaration Date	99	dd/mm/yyyy	5	Declaration Date for SAAD
First Haulier Name	40	AN	5	First Haulier Name
First Haulier Address 1	45	AN	5	First Haulier Address 1
First Haulier Address 2	45	AN	5	First Haulier Address 2
First Haulier Town	45	AN	5	First Haulier Town
First Haulier County	30	AN	5	First Haulier County
First Haulier PostCode	12	AN	5	First Haulier Post Code
Flash Sales Original Division	20	AN	5	Client Division IE Reference of the Originating Rotation for Flash Sales
Flash Sales Original Rotation	20	AN	5	Rotation Number for the Flash Sales Stock
Flash Sales Actual Ownership Change		AN	5	Indicator if this is an actual change of ownership if anything other than N or N then yes.
Flash Sales Sale Value	9	N (6.2)	5	Sales Value to be used if Flash Sales UOM is not Rotation or Product
Flash Sales Sale Currency	8	AN	5	Valid currency code
Flash Sales UOM	20	AN	5	Must be a value UOM of the Product to be transferred to in a Flash Sale if not “ROTATION” or “PRODUCT”

Code	Order type	Valid Product Types
Blank	Home Use	Customs/Excise/Duty Paid
C	EU Use	Customs
U	Other UK Warehouse	Customs/Excise
E	Other EC Warehouse	Customs/Excise
X	Export	Customs/Excise
I	Stock Into Operation	Customs/Excise
D	Diplomatic	Excise

V	Visiting Forces	Excise
O	Other Duty Free Use	Customs/Excise
A	Authorised Destruction	Customs/Excise
S	Loss in Store (duty as follows) SY – Pay Duty SN – No Duty to be paid S - Use default	Customs/Excise
T	Ships Stores	Excise
P	Loss in Operation	Customs/Excise
W	Sales in Warehouse	Customs
R	Transfers	Customs/Excise
ID	IPR Drawback	Customs
IS	IPR Suspension	Customs
PC	PCC Location	Customs
F	Aircraft Store Floors	Customs/Excise

Code	Allocation Rule	Duty Status
1	Not in free circulation only	T1
2	Free circulation only	T2
3	Free Circulation, then NFC	T2, then T1
4	Duty Paid only	T4
5	Not free circulation, then FC	T1, then T2
6	DP then FC then NFC	T4, then T2, then T1
7	DP then NFC then FC	T4, then T1, then T2
8	DP then FC	T4, then T2
9	DP then NFC	T4, then T1

Order Confirmation File – Generated by Duty Management

Field	Length	Type	Notes
Record Type	3	A	2 Always 'OTC'
Action	1	A	2 (A)dd, (D)elete, (U)pdate
Client/Division ID	20	AN	2 The client or division IE Ref
Order ID	20	AN	2 Unique identifier for the order
Status	10	AN	2 Error or success
Error Text	80	AN	2 Reason for error. For dispatches subject to EMCS the ARC for the eAAD will be passed in this field
Error Text Long	400	AN	4 Extended error message
Depot Warehouse IE Ref	20	AN	

Reconciliation (Import Type CECIS)

Used for checking rotation balances with the host system.

Field	Length	Type	Notes
Client	20	AN	4 Client/Division IE Reference
Product	30	AN	4 Product Code
Cases	10	N	3 Number of cases on rotation
Bottles	6	N	3 Number of bottles on rotation
Rotation Number	12	AN	1
Duty paid	1	Y/N	1

Last Receipt File number	9	N	4	
Last Dispatch File number	9	N	4	
Depot/Warehouse	20	AN	3	Depot/Warehouse Import/Export Ref. Required if run from batch.
Free Circulation	1	Y/N	5	Free Circulation flag. To be able to reconcile by Duty Status when combined with Duty Paid flag. NOTE: Does not apply if a Rotation Number is supplied.

Commodities (Import Type CECOM)

Used to add and update commodity codes and associated Customs Duty rates.

Field	Length	Type		Notes
Commodity code	10	N	1	The commodity code is taken from the C&E tariff and determines the customs duty payable on goods within the warehouse.
Description	50	AN	1	Description of the commodity taken from the tariff.
Duty Sub-Category	2	N	3	Only required for Commodities subject to Excise Duty 01 UK Whisky(Malt) 02 UK Whisky(Grain) 03 UK Whisky(Blend) 04 UK Gin 05 Other UK Spirit 07 Brandy 08 Rum 09 Other Overseas Spirit 10 Wine 11 Made Wine 12 Cider/Perry 13 Beer 14 Cigarettes 15 Other Tobacco
Rate Euro/Hl	10	N (6.3)	3	Rate in Euro/Hl (e.g. Wine and spirits)
Rate Euro/% Vol/Hl	7	N (3.3)	3	Rate in Euro/% Vol/Hl (e.g. Spirits)
Rate %age	7	N (3.3)	3	Ad valorem rate applicable to most commodities
Min ABV (%)	5	N (3.1)	4	Minimum strength for Excise commodities only
Max ABV (%)	5	N (3.1)	4	Maximum strength for Excise commodities only

Change Duty Status (Import Type CECDS)

Pay Customs and/or Excise Duty on goods whilst leaving them in the warehouse.

Field	Length	Type		Notes
Change reference	20	AN	1	Unique reference number
Rotation number	12	AN	3	Either rotation or product must be selected
Entire rotation	1	Y/N	3	Entire qty on rotation amended (upload as N if blank)
Cases	9	N	3	If Entire Rotation = N then this or bottles or Bulk Qty must be a value > 0
Bottles	5	N	3	If Entire Rotation = N then this or Cases or Bulk Qty must be a value > 0
Bulk Qty	14	N (10.3)	3	If Entire Rotation = N then this or Cases or Bottles must be a value > 0 <i>Note: this bulk qty field cannot currently be used. It has been included for future addition.</i>
New duty status	2	AN	2	FC, DP or blank (no status change)

New Rotation	12	AN	3	If blank auto-generate where preference is set to do this.
CPC	10	AN	4	Will be auto-generated where blank
Licence	10	AN	4	Will be auto-generated where blank
Date & Time	14	Date	4	Expressed as yyyyymmddhhmmss
Depot/Warehouse	10	AN	3	Valid Depot IE ref – required for batch processing

Bulk Operations and Dips

Additional formats for processing of bulk liquid operations.

Open Operation (CEOPN)

Field	Length	Type	Notes
Operation Number	10	AN	2 A valid open Operation
Description	60	AN	2
Client/Division	20	AN	2 A valid Client/Division IE Reference
Operation Type	4	AN	2 A valid Operation Type
Location Name	15	AN	2 A valid Location Name
Free Circulation	1	Y/N	2
Duty Paid	1	Y/N	2
Duty Sub-Category	20	AN	2 A valid Duty Sub-Category
Product Code	30	AN	4 A valid Product Code
Oldest Spirit Date	10	DD/MM/YYYY	3 Required for “ukwhisky” and “spirits”
Youngest Spirit Date	10	DD/MM/YYYY	3 Required for “ukwhisky” and “spirits”.
Depot/Warehouse	10	AN	3 IE Ref - Required for batch processing.
Dip UOM	3	AN	5 Bulk UOM that dips for this operation will be made in. Valid values are “LOL” or “LOA”. If left blank or this element is omitted then the Dip UOM will default to “LOL”.

Operation Vat Dip (CEOPD)

Field	Length	Type	Notes
Operation Number	10	AN	2 A valid open Operation
Current Dip Quantity	12	N (8.3)	2 The dip in the Operation's selected dip UOM.
Dip Date & Time	14	Date	2 In the format yyyyymmddhhmmss
Close Operation	1	Y/N	2 If “Y” then Operation will be closed.
Depot/Warehouse	10	AN	3 A valid Depot/Warehouse IE reference - required for batch processing.
Strength	5	N (3.1)	4 Alcoholic Strength of the Operation. Must be a value >= 0 and <= 100 or blank.

Non Operation Dip (CEVTD)

Field	Length	Type	Notes
Vat Name	10	AN	2 Name of vat being dipped.
Dip Quantity	12	N (8.3)	2 Dip in LOL (or in Dip UOM if supplied)
Dip Date & Time	14	Date	2 In format yyyyymmddhhmmss
Rotation	12	AN	4 A rotation number in the Vat. This field is for validation purposes only.
Client/Division	20	AN	4 Client/Division of the stock in the Vat. This field is for validation purposes only.
Product Code	20	AN	4 Product Code of the stock in the Vat. This field is for validation purposes only.
Strength	12	AN	2

Depot/Warehouse	10	AN	3	A valid Depot /Warehouse IE Reference - Required for batch processing.
Dip UO	3	AN	4	UOM that Dip Qty is in. Must be one of the following values: "LOL", "LOA" or blank.

Customs Advices (Import Type CEADV)

For the creation of Customs Advice documents (Advanced Shipping Notification).

Customs Advice Header

Field	Length	Type		Notes
Record type	3	9.9	1	Always 1
Customer Ref	20	AN	1	A valid client or division IE Ref
Import Ref	30	AN	1	
Batch Totals - Lines	9	N (9)	1	EDI variables. If not supplied, actual number of detail lines will not match this batch total.
Batch Totals – Cases/Casks/Vats	9	N (9)	1	EDI variables. If not supplied, actual number of total cases from detail lines will not match this batch total.
Site ID	20	AN	1	Used to validate current Depot/Warehouse. If only Warehouse in selected Depot then must match Depot.DepotIERef, otherwise must match Warehouse.DepotWHIERef.
Receipt Type	2	A	1	Valid types: IM (Import) OS (Other Sources) OW (Other Warehouses) EC (Other EC States) FP (Processing)
Depot/WH IE Ref	20	AN	3	Mandatory if processing from batch.
Supplier Code	20	AN	4	Supplier IE Ref.
Document Number	20	AN	4	
Document Date	99	dd/mm/yyyy	4	
Entry Number	15	AN	4	The entry number for the goods when they arrive at port.
Entry Date	99	dd/mm/yyyy	4	The date the goods entered the port.
Port of Entry	3	AN	4	The port at which the goods arrived into the country.
Port of Despatch	3	AN	4	
Ship Container Kg	9	N (6.3)	4	Weight of the container.
Seal Number	15	AN	4	The seal number on the container.
Cost	9	N (6.3)	4	Cost of the consignment.
Cost Currency	3	AN	3	Currency the cost has been paid in. Mandatory if cost value provided.
Insurance	9	N (6.3)	4	Insurance value to be paid for the consignment.
Insurance Currency	3	AN	3	Currency the cost has been paid in. Mandatory if insurance value provided.
Freight	9	N (6.3)	4	Freight value to be paid for the consignment.
Freight Currency	3	AN	3	Currency the cost has been paid in. Mandatory if freight value provided.
Haulage (VAT Adjustment)	9	N (6.3)	4	Haulage value to be paid for the consignment.
Haulage Currency	3	AN	3	Currency the cost has been paid in. Mandatory if haulage value provided.
Buying Commission	9	N (6.3)	4	Buying commission paid on the consignment.
Buying Commission Currency	3	AN	3	Currency for the cost. Mandatory if commission value provided.
Terms of Delivery	3	AN	4	
SDI Required	1	Y/N	4	Simplified Declaration of Import.

Apply Air Freight Percentage	1	Y/N	4	
Valuation Method	1	N (1)	4	SAD Harmonisation. Must be 1, 2 or blank. If blank, Client default will be used where one has been configured.
UCR	16	AN	4	Unique consignment reference number.
UCR Suffix	3	AN	4	Unique consignment reference number suffix.
Container Number	50	AN	4	SAD Harmonisation.
Nationality of Transport at Border	2	AN	4	Nationality of the transport that the goods arrived at the border in.
Mode of Transport at Border	1	AN	4	The transport that brought the goods to the border (i.e. Air, Sea, Rail).
Inland Mode of Transport	1	AN	4	
Location of Goods Country	2	AN	4	SAD Harmonisation.
Location of Goods Port	3	AN	4	SAD Harmonisation.
Location of Goods Shed / Local Identity	50	AN	4	SAD Harmonisation.
Consignor Ref	20	AN	4	Consignor Import/Export Ref
Default Approval No.	18	AN	4	Default Processing Approval Number

Optional Customs Advice Documents (Certificates and Import Licenses)

Field	Length	Type		Notes
Record type	3	9.9	1	Always 1.1
Import Ref	30	AN	1	Must match the reference on record type 1.
Document Type	1	A	1	Must be either "C" (Certificate) or "L" (Import License).
Document Number	40	AN	1	Certificate or Import License number.
Certificate Type	3	AN	4	Only used when document is a Certificate. If blank then finds first Certificate given number, no matter what its Type.

Optional Customs Advice Value Breakdown

Field	Length	Type		Notes
Record Type	3	N (1.1)	1	Always 1.2
Document Ref	20	AN	1	To match header record (type 1)
Value Type	1	A	1	Must be one of the following values: "C" – Cost, "I" – Insurance, "F" – Freight, "V" – VAT Adjustment, "B" – Buying Commission, "D" – Discount
Value Description	20	AN	1	Breakdown Value Description
Value	11	N(7.3)	1	Breakdown Value
Currency/Percentage	3	AN	1	Must be a valid Currency or %
Deduction	1	Y/N	4	If not supplied will be no
AirFreight	1	Y/N	4	If not supplied will be no

Customs Advice Line

Field	Length	Type		Notes
Record type	3	9.9	1	Always 2
Import Ref	30	AN	1	Must match the reference on record type 1.

Product Code	30	AN	1	EDI code on product.
Cases/Casks	6	N	3	For a bulk product if this value is zero or blank then receipt will be to a vat. Mandatory if no Bottles value supplied and not a Bulk Product.
Bottles	6	N	3	Mandatory if no Cases value supplied and not a Bulk Product.
Bulk Quantity	14	N (11.3)	4	Bulk Litres – for bulk products – defined as “LOL” or “LOA” depending on product’s pallet description.
Alcoholic Strength	4	N (2.2)	4	Defaulted from Product record if not provided.
Cost	14	N (11.2)	4	
Cost Currency	3	AN	3	Mandatory if cost value provided.
Freight	14	N (11.2)	4	
Freight Currency	3	AN	3	Mandatory if freight value provided.
Insurance	14	N (11.2)	4	
Insurance Currency	3	AN	3	Mandatory if insurance value provided.
Haulage	14	N (11.2)	4	
Haulage Currency	3	AN	3	Mandatory if haulage value provided.
Buying Commission	14	N (11.2)	4	
Buying Commission Currency	3	AN	3	Mandatory if buying commission value provided.
COO	3	AN	4	COO where different from Product set up.
CWC	3	AN	4	If an Import then it must be a non-EU Country. If from an EU State then it must be an EU Country.
Duty Paid	1	Y/N	4	This can be defaulted from the supplier if the supplier code is provided and value is blank. If blank and no supplier provided then it will be ‘N’.
UK Product	1	Y/N/X	4	Must be Y, N or X (X = unknown) or blank.
Free Circulation	1	Y/N/X	4	Must be Y, N or X (X = unknown) or blank. Can also be defaulted from the supplier, if a supplier code is supplied and value is blank. If “X” or blank and no supplier provided then it will be unspecified (unknown).
Ownership Changed in UK	1	Y/N/X	4	Must be Y, N or X (X = unknown) or blank. Can also be defaulted from the supplier, if a supplier code is supplied and value is blank. If “X” or blank and no supplier provided then it will be unspecified (unknown).
Customs Duty Paid in UK	1	Y/N/X	4	Must be Y, N or X (X = unknown) or blank. Can also be defaulted from the supplier, if a supplier code is supplied and value is blank. If “X” or blank and no supplier provided then it will be unspecified (unknown).
Bottles Per Case	9	N (9)	3	Mandatory if an Excise product that isn’t “TOBACCO”, as it is used to double-check entered value matches actual Bottles/Case value on Product record.
Licence Number	12	AN	4	Licence number as set up in DM if Consignment Based Licences are in use.
Quota\Preference ID	4	AN	4	Quota\Preference ID as set up in DM\provided in the Tariff. If none supplied but one exists for commodity\country this will be defaulted.

Certificate Number	40	AN	4	GSP Certificate Number for use with Quota\Preference.
Age of Youngest Spirit	99	dd/mm/yyyy	4	Age of Youngest Spirit date if product is a bulk product.
Duty Stamps Pre-Applied	1	Y/N	4	Have Duty Stamps been pre-applied?
Approval No.	18	AN	4	Processing Approval Number

Optional Customs Advice Line Documents (Certificates/Licenses)

Field	Length	Type		Notes
Record type	3	9.9	1	Always 2.1
Import Ref	30	AN	1	Must match the reference on record type 2.
Document Type	1	A	1	Must be either "C" (Certificate) or "L" (Import License).
Document Number	40	AN	1	Certificate or Import License number.
Certificate Type	3	AN	4	Used when document is a Certificate. If blank then finds first Certificate given number, no matter what its Type. Ignored when document is not a Certificate.

Optional Customs Advice Line Value Breakdown

Field	Length	Type		Notes
Record Type	3	N (1.1)	1	Always 2.5
Document Ref	20	AN	1	To match header record (type 1)
Value Type	1	A	1	Must be one of the following values: "C" – Cost, "I" – Insurance, "F" – Freight, "V" – VAT Adjustment, "B" – Buying Commission, "D" – Discount
Value Description	20	AN	1	Breakdown Value Description
Value	11	N(7.3)	1	Breakdown Value
Currency/Percentage	3	AN	1	Must be a valid Currency
Deduction	1	Y/N	4	If not supplied will be no
AirFreight	1	Y/N	4	If not supplied will be no

Address (Import Type ADDRESS)

Field	Length	Type		Notes
Record type	4	9.9	1	Always <M1>
Name	40	AN	1	
Location Ref	10	AN	1	
Short Name	20	AN	1	
Description	20	AN	1	
Address Line 1	45	AN	1	
Address Line 2	45	AN	5	
Town	45	AN	5	Mandatory field if pref p-valid-town-addr is set.
County	30	AN	5	Mandatory field if pref p-valid-county-addr is set
Post Code	12	AN	5	Mandatory field if pref p-valid-postcode-addr is set
Country Name	30	AN	5	Mandatory field if pref p-valid-country-addr is set
Telephone1	21	AN	5	
VAT Registration Number	15	AN	5	
Pallet Volume	8	999999.9	5	

Internal Comments	300	AN	5	
Delivery Comments	300	AN	5	
Tax Warehouse Number	13	AN	5	
Customs Office	3	AN	5	If "yes" then address is CE office
Customs Office Code	8	AN	5	
Excise Deferment Account	7	9999999	5	Excise Deferment Number not including 1 char prefix
Customs Deferment Account	7	9999999	5	Customs Deferment Number not including 1 char prefix
Warehouse Keeper ID	13	AN	5	Warehouse Keeper ID if Address is a Bonded Warehouse, otherwise Registered Consignee Number
Supplementary Address Ref	20	AN	5	Supplementary Address IE Ref or Location Ref
Agent at Port	40	AN	5	Agent at Port Address Location Ref or unique Name
Telephone 2	21	AN	5	Telephone 2
Fax	21	AN	5	Fax
Email Address	45	AN	5	Email Address
Customs Approval Number	10	AN	5	Customs Approval Number
EMCS Exempt	1	Y/N	5	Is the Address exempt from EMCS?
EMCS Trader Type	1	9	5	EMCS Trader Type (some no longer apply post-Brexit): 0 - UK Record 1 - EU Trader 2 - EU Warehouse 3 - EU Temp Auth 4 - Direct Delivery 5 - Exempt Trader
Branch	1	999	5	Branch
EORI Number	17	AN	5	EORI Number
AWRS Reg No.	25	AN	5	AWRS Registration Number
Processing Type	1	9	5	Processing Type: 1 - IPR Drawback 2 - IPR Suspension 3 - PCC 4 - None
Approval Number	14	AN	5	Processing Approval Number format "XX/XXXX/XXX/XX"
Guarantee Number	40	AN	5	Guarantee Number
IPR Reference	30	AN	5	IPR Reference
NCTS TIN/EORI	19	AN	5	NCTS TIN/EORI
ECO/Exempt Cert	36	AN	5	ECO/Exempt Cert
Supp Address Location Ref	15	AN	5	Supplementary Address Location Ref (superseded by previous Supplementary Address Location Ref element)
Inland Mode of Transport	2	99	5	Inland Mode of Transport Code
Mode of Transport at the Border	2	99	5	Mode of Transport at the Border
Guarantee/Guarantor	11	AN	5	Guarantee/Guarantor (Owner, Transporter, Warehouse, Consignee or None)

C&E Order Type	2	AN	5	C&E Order Type
Port of Loading Code	3	AN	5	Port of Loading Code
Destination Port Code	3	AN	5	Destination Port Code
Destination Place	45	AN	5	Destination Place
Vessel Name	40	AN	5	Vessel Name
Journey Time	30	AN	5	Journey Time – e.g. for EMCS purposes “D01” (1 day)
Transport Charge MOP	1	AN	5	Transport Charge MOP – e.g. “A” (Payment in cash)
STC	1	Y/N	5	STC?
Office of Exit	8	AN	5	Office of Exit
Presentation Office	8	AN	5	Presentation Office
Box 20 Delivery Terms code	3	AN	5	Box 20 Delivery Terms code
Box 20 Country Code	2	AN	5	Box 20 Country Code
Box 20 Port Code	3	AN	5	Box 20 Port Code
Box 20 Shed/Location Identity	17	AN	5	Box 20 Shed/Location Identity
Transporter/Haulier	20	AN	5	Transporter/Haulier EDI Name or Short Name
Other Transport Details	100	AN	5	Other Transport Details
Nature of Transaction Code	2	99	5	Nature of Transaction Code
Pallet ASN Required	1	Y/N	5	Pallet ASN Required?
Label per Product	1	Y/N	5	Label per Product?
Validate Cage Post Codes	1	Y/N	5	Validate Cage Post Codes?
UKIMS Number	32	AN	5	UKIMS Number for Windsor Framework usage in a non-bond warehouse

Note that when providing an import line for an existing Address record, if the element is imported as blank (apart from record identifying elements Name, Location Ref and Short Name), it will leave the existing value as is on that record.

Note that when providing an import line for an existing Address record, if the element is imported as “!” (apart from mandatory elements Name, Location Ref, Short Name, Description and Address Line 1), it will blank out the value on that record (or set as default value for a number (zero) or No/False for a logical/tick-box).

**Client (Import
Type CECLI)**

Field		Length	Type		Notes
1	Customer	10	AN	1	The Client ID
2	Name	45	AN	2	Client Name
3	Short Name	20	AN	2	
4	Address Line 1	45	AN	2	
5	Address Line 2	45	AN	4	
6	Town	45	AN	4	
7	Postcode	12	AN	2	
8	Country	2	AN	2	Must be a valid two digit country code
9	Website address	45	AN	4	URL
10	Contact	45	AN	4	
11	Telephone 1	21	AN	4	
12	Telephone 2	21	AN	4	Mobile Number
13	Fax	21	AN	4	
14	Email 1	30	AN	4	
15	Email 2	30	AN	4	
16	VAT Registration Number	15	N	4	
17	VAT Registered	1	Y/N	2	"Y"/"N" if VAT No is set
18	Address type	2	AN	4	"CL"
19	On Hold	1	Y/N	2	"Y" (to be reset in Duty Management)
20	Excise Deferment Prefix	1	A	2	A, B, C or D
21	Excise Deferment no	7	N	2	Must be a valid deferment account number
22	Customs Deferment prefix	1	A	2	A, B, C or D
23	Customs Deferment No	7	N	2	Must be a valid deferment account number
24	Pallet type	10	AN	2	Must be valid type, STD is always available
25	Deferment Agreement	1	Y/N	2	Is a deferment agreement in place
26	Simplified Procedure	1	Y/N	2	
27	Authorised Consignor	1	Y/N	2	
28	Authorised Consignee	1	Y/N	2	
29	Below intrastat threshold	1	Y/N	2	
30	Guarantee Number	10	AN	2	
31	Division VAT Number	15	N	5	
32	Division IE Ref	10	AN	5	IE = Import / Export (blank)
33	Lead time	8	N	5	Zero if not supplied
34	Default Package Code	2	AN	5	Must be a valid HMRC package code
35	Default Valuation Method	1	N	5	0, 1 or 2
36	EORI Number	20	AN	5	Country (e.g. GB) followed by 12 digits
37	Pallet Volume	9	99999.999	5	
38	WOWGR Reg No	14	AN	5	Format XXXX9999999999
39	Insurance %age	4	99.9999	5	
40	Freight &age	4	99.9999	5	

41	VAT Adjustment & age	4	99.9999	5	
42	Buying Commission %age	4	99.9999	5	
43	Duty Stamp Approval	8	AN	5	Must be a valid approval number
44	Representation	1	N	5	1, 2 or 3
45	GVS Certificate Type	4	AN	5	General Valuation Certificate
46	GVS Certificate Ref	15	AN	5	
47	Order prefix	40	AN	5	
48	Order Ref Mask	40	AN	5	
49	Service Days	2	N	5	
50	Notification Period	2	N	5	In days
51	Week Commencing day	3	AN	5	Sun/Mon/Tue/Wed/Thu/Fri/Sat
52	Admin Depot	10	AN	5	
53	Admin Warehouse	10	AN	5	
54	Branch	3	N	5	Will set to "000" if blank
55	RPA Number	10	AN	5	
56	NES Declaration	3	AN	5	Blank (none), FDE or LCP
57	Authorised trader	10	AN	5	Blank or valid client reference
58	Division EORI number	20	AN	5	Country (e.g. GB) followed by 12 digits
59	Authorised Warehouse 1	10	AN	5	Must be valid warehouse IE ref
60	Authorised Warehouse 2	10	AN	5	Must be valid warehouse IE ref
61	Authorised Warehouse n	10	AN	5	Must be valid warehouse IE ref – This field may be repeated at the end of the record for any number of authorized warehouses

NOTE: If Company preference "Client Import WM Format" is switched on then it will only expect up to element 19 and then element 20 onwards are the Authorised Warehouses. If the import format with ALL the elements are shown above is required then this preference must be switched off.

Supplier Consignor (Import Type CECSP)

Field		Length	Type		Notes
1	Supplier Code	20	AN	2	The ref of the supplier
2	Client Code	10	AN	4	If supplier is client specific, always specified by Warehouse Management
3	Consignor Code	20	AN	4	If this is a consignor, the consignor ref. If this field is supplied create a consignor for the above supplier using the country and defaults supplied
4	Short Name	12	AN	2	
5	Address Line 1	45	AN	3	From supplier address details
6	Address Line 2	45	AN	3	
7	Address Town	45	AN	3	
8	Post Code	15	AN	3	
9	Telephone Number	21	AN	3	
10	Fax Number	21	AN	4	

11	E-mail Address	30	AN	4	
12	VAT Reg Number	15	AN	2	
13	EORI Number	20	AN	2	
14	Branch Number	3	Numeric	4	WM to set to "000"
15	Default Receipt Type	2	AN	4	Leave blank as set on receipt
16	Default Free Circulation	1	Y/N/X	4	Yes, No or No default (X), from consignor
17	Default Owner Change in UK	1	Y/N/X	4	Yes, No or No default (X), from consignor
18	Default Customs DP in UK	1	Y/N/X	4	Yes, No or No default (X), from consignor
19	Default Duty Stamps Applied	1	Y/N/X	4	Yes, No or No default (X), from consignor
20	Default Mode of Transport	1	Numeric	4	Code 1 to 9, blank from WM
21	Small Brewer	1	Y/N	4	Yes or No – WM set to "N"
22	Annual Production in Hectolitres of liquid	10	Numeric	4	This or element 36 is required if above element 21 is "Y"
23	Tax Warehouse Number	14	A/N	4	WM to set from supplier address or from consignment where consignment code supplied
24	Country Code	2	AN	1	Country Code of Supplier/Consignor Address
25	Name	40	AN	5	Supplier Name (if different from element 1 or 3)
26	Annual Production in Hectolitres of Alcohol	10	Numeric	5	This or element 32 is required if element 21 is "Y"

Bulk Consolidation (Import Type CEBCO)

For the creation of a Bulk Consolidation, which is basically an Operation Creation, a Stock Into Operation, a Stock Out of Operation and an Operation Dip to zero (close) and these imports are linked within Auto Processing to run as one in the order described above.

Bulk Consolidation Header

Field		Length	Type		Notes
1	Line Type	1	N	1	"1"
2	Account Code	20	AN	1	Client/Division Import/Export Ref
3	Depot/Wh IE Ref	20	AN	2	The ref of the depot/warehouse the consolidation is to be made from
4	Consolidation Ref	20	AN	1	Bulk Consolidation Reference
5	Outturn Rotation	12	AN	3	Rotation Number that the consolidated stock will be put onto. Required if auto generated rotation numbering is not switched on.
6	Free Circulation	1	Y/N	1	Is the new rotation (and stock being consolidated) in Free Circulation?
7	Duty Paid	1	Y/N	1	Is the new rotation (and stock being consolidated) Duty Paid?
8	Product Code	20	AN	1	Product Code or Product IE Ref
9	Total Volume	12	Numeric	1	Total Volume of liquid in the final storage vat – this will either be LOL or LOA depending upon the UOM of the Product Code – format ">>>>>>9.999"
10	Storage Vat	15	AN	1	Vat (Location) Name of the Storage Vat for the final product.
11	Operation Num	10	AN	3	Operation Number for a new Operation. Required if auto generated operation numbering is not switched on.
12	Oldest Spirit Date	10	DD/MM/YYYY	3	Required for "ukwhisky" and "spirits"
13	Youngest Spirit Date	10	DD/MM/YYYY	3	Required for "ukwhisky" and "spirits"
14	Dip UOM	3	AAA	5	Optional. If set, must be one of "LOL" or "LOA".

Bulk Consolidation Line

Field		Length	Type		Notes
1	Line Type	1	N	1	"2"
2	Consolidation Ref	20	AN	1	Bulk Consolidation Reference
3	Rotation Number	12	AN	1	Rotation Number of stock to be picked onto the final Storage Vat
4	Bulk Qty	12	AN	1	Bulk Qty of the stock to pick – this will either be LOL or LOA depending upon the UOM of the Product Code – format ">>>>>>9.999"

**Document
Certificate
(Import Type
DOCCERT)**

For the creation/update/deletion of Default Documents/Certificates against Products, Warehouse, Clients, Addresses, CPCs and Commodity Codes.

Document Certificate

Field		Length	Type		Notes
1	Client or Client/Div Import/Export Ref	20	AN	1	Required if Element 8 is "PRODUCT", line fails to import otherwise. If Element 8 is "CLIENT" this can be provided here or in Element 2.
2	Internal Reference	20	AN	1	Based upon the value of element 8 (defaults to "PRODUCT" if element 8 is blank or not provided): "WAREHOUSE" – Depot/Warehouse IE Ref "CLIENT" – Client or Client/Div IE Ref "ADDRESS" – Address IE Ref "CECPC" – Customs Procedure Code "COMMODITY" – Commodity Code "PRODUCT" – Product IE Ref Note: If it does not match a valid record for one of the above, the line will fail to import
3	COO List	300	AN	1	Comma-delimited list of country codes this document applies to (or blank for all countries). Note: If a list is provided then this element must be quoted as comma could be the element delimiter.
4	Document Reference	256	AN	1	Document/Certificate Reference – cannot be blank, the line will fail to import otherwise.
5	Document Type Code	4	AN	1	Document Type Code – must be a valid Doc/Certificate Type Code value, the line will fail to import otherwise.
6	Status Code	2	AN	5	If provided, then it must be a valid SAD Status Code value, the line will fail to import otherwise.
7	Reason	40	AN	3	If an SAD Status Code has been provided and that Status Code has "Reason Required" ticked, then this is required and the line will fail if not. If Reason is not required it will be ignored even if it is provided.
8	Table Type	10	AN	5	Optional. If not provided or blank the import will assume "PRODUCT". If provided, it must be one of the following, otherwise the line will fail to import: "ADDRESS", "CLIENT", "COMMODITY", "CPC", "PRODUCT" or "WAREHOUSE"
9	Delete?	Y/N	AN	5	If provided and is set to "Y" or "Yes" then an existing Document Certificate for the provided details will be deleted if it exists. If a list of COOs is provided, it will remove the links to those countries of that document.

Minimum Software Versions

Duty Management

The file layouts in this document apply to Duty Management 2024.1.0.1 and are subject to change to subsequent versions, although backward compatibility will be maintained.

Glossary

The following is an explanation of some of the commonly used terms and abbreviations.

Term	Explanation
AAD	Accompanying Administrative Document. This is a five part document set which must be used in the duty-suspended movement of excisable goods between Member States of the EU. Copies 2, 3 and 4 of the document must accompany the goods throughout the movement between the Member States. Excisable goods that are not accompanied by an AAD whilst moving under duty suspension within the EU are liable to seizure.
C88	C88 is a form used for a customs declaration.
CHIEF	Customs Handling of Import and Export Freight (CHIEF) is one of the largest Customs declaration processing systems in the world, providing a technological platform for Customs & Excise and international trade. Its sophisticated computer software controls and records the UK's international trade movements, whether by land, sea, or air and links with several thousand businesses
COO	Country of Origin – typically the country of manufacture
CFSP	Customs Freight Simplified Procedures
CWC	Country Whence Consigned – this is the country the goods came from before arriving in the UK.
MRN	Each NCTS transit is assigned a Movement Reference Number (MRN) generated by NCTS. Each unique MRN consists of a year code, a country code, an office of departure code and finally a randomly allocated unique 8-digit number (e.g. 06BE10100000005555). It is the MRN that identifies the transit at customs offices throughout Europe, thus ensuring freer and speedier movement of the transit.
NCTS	New Computerised Transit System. This is a UK wide computer system to which all transits of customs controlled goods must be declared.

Term	Explanation
NES	National Exports System (NES) is an electronic CHIEF based system developed to meet the needs of Customs and the export trade by modernising export procedures to countries outside the EC. Exporters of goods, including those goods that are leaving the European Community (EC) via other EC Member States, must lodge an export declaration with Customs before the goods leave the UK. Under NES one of the conditions for approval to operate simplified procedures is that pre-shipment and post-shipment declarations must be submitted electronically.
SFD	Simplified Frontier Declaration
Tax Warehouse	Approved premises where excisable products may be produced, processed, held, received or dispatched under duty suspension arrangements. The area designated as a tax warehouse need not extend to the whole of the premises, subject to our requirements in relation to security of the goods being met
UCR	Unique Consignment Reference for customs purposes
W8	W8 is a form that ensures that the UK requirements for movements of duty suspended excise goods mirror EU requirements.