

Adding EORI Information to Annapurna

Adding EORI Number

In order to meet current customs requirements it may be necessary to supply the customers EORI number. This can then be placed on the paper work. It may also be a requirement to supply commodity codes on the paper work to advise customs of what is enclosed. It is our suggestion that this information is updated by the accounts team as they will have the necessary information to hand.

Adding EORI Number to Customer Record

To add this information to the customer record is relatively straight forward. From the main menu of Annapurna select the [Commercial] options and then select [Customer]. Once the customer window opens search for the selected customer and select them on the left hand side of the window. On the basic information screen the EORI information will be visible for input.

999999 Hawkstone Design LTD Talin

Basic Accounts Group Options Pricelists Discounts Suppliers Reports

Account: 999999 Match code: HAWK1

Name: Hawkstone Design LTD Telephone: 01608 670053

Address 1: Unit 19 Fax:

Address 2: Mills End Road Email: info@hawkstonedesign.co.uk

Town: Talin Contact:

County: Password:

Postcode: Dublin7 Lens Group:

Comment:

Owner: - Nominal:

EORI

Number: IE123456

Area: EU

Box: [Configure](#)

Ship Direct from Supplier

Hide Order details for this customer

Routing:

[View Customer Changes](#)

Test Customer

Add Update Next Previous Delete Clear Form

The 'Area' in this section applies to which customs location this will be sent to. It is possible that different customs locations may require different nominal codes, so this area allows for these to be split differently when reporting. 'Box' allows for items to be packed into a single box which can then be sent to a third party for distribution. Leave this blank if items are to be sent to the customer directly.

Once this information has been entered restart Annapurna. Search for the customer record again to see if this information is retained. If the information is not retained then it will be necessary to update a setting in the [Settings] menu. Please see the section lower down on this guide for Allowing Customer Table Updates.

Setting the EORI Nominal Codes

Once the EORI number is being saved it is then possible to assign the nominal codes for the various items you wish to send/sell. From the Customer menu select a customer that has a current EORI number and click on 'Configure' in the EORI section of the screen. This will display the following window.

The screenshot shows a software window titled 'EORIConfigfrm'. At the top, there is a dropdown menu for 'Area' set to 'EU' and a 'Show' button. Below this, the window is divided into two main sections. The left section contains a list of 'Source' and 'Origin' options, including Anglo, Bbgr, Dunelm Optical, Essilor, Hoya, ILC, Jaikudo, Leica, Nikon, Norville, and Omega. Below this list is an 'Origin Country Code' field with a '+' button. The right section contains a table with columns for 'Category', 'Cat. Description', 'EORI Code', and 'EORI Description'. The table lists various categories such as Case, Cleaner, Cloth, Metal Frame Empty, Plastic Frame Empty, Finished lenses, Frame Parts, SV Lenses, Semi-finished, Metal Frame Spectacle, Plastic Frame Spectacle, and Sunglasses. Below the table, there are two input fields: 'EORI Code' (containing '1400001') and 'EORI Description', both with '+' buttons. At the bottom of the window is a 'Close' button.

From the drop down menu next to 'Area' select the desired area that needs to be updated. This will then display a set of 2 lists.

List one on the left side is the 'Source List', this will allow the assignment of a supplier to a specific country/customs area. For example 'Omega Optix' supply lenses from their facility in Europe so this could be assigned to the EU customs group.

List two is the 'Category List', this will allow the assignment of EORI codes to various product groups as required. Enter the corresponding number into the 'EORI Code' box and click add. It is also possible to add a different description if necessary.

Once complete it is possible to add this information for a different 'Area' in the drop down menu.

Adding EORI Details to the Delivery Note

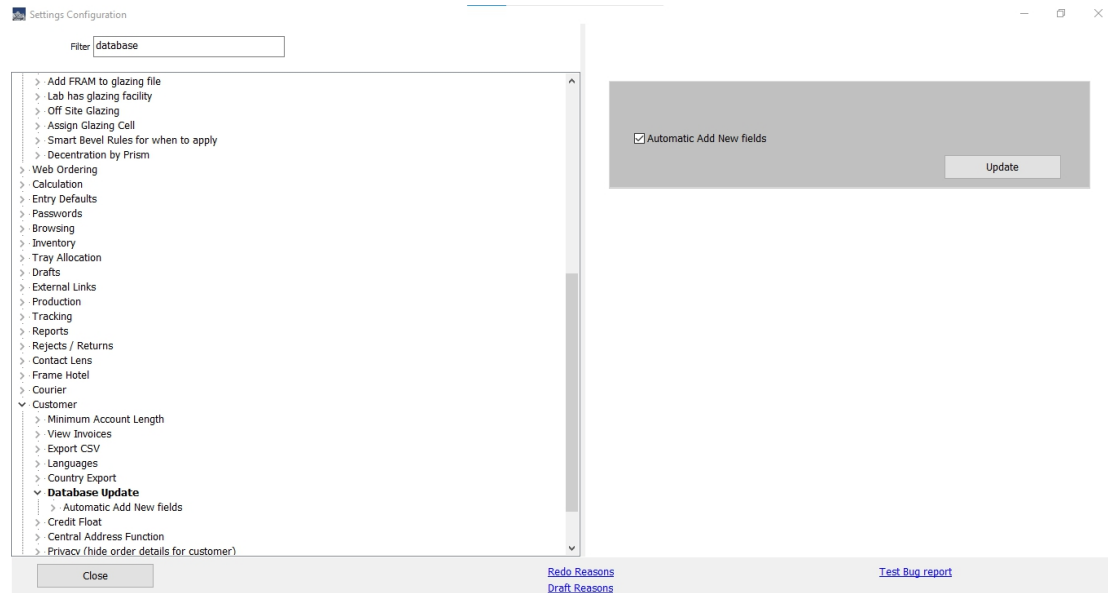
Once the EORI information has been applied to the customer record it is possible add this information to the customer delivery note. In the delivery note layout add the EORI fields that are required to the information that already exists. If a different element is required please contact info@hawkstonedesign.co.uk

Creating an EORI/Customs Extract

If required a customs extract can be created for the box that is due to be sent to the customer. This can be located in the [Reports], selecting the 'Extracts' tab and clicking on the [Customs Extract]. Within this window there is an option to set up a layout. Additional information can be provided as required.

Creating an EORI/Customs Extract

It may be necessary to allow updates to the customer table. This process will need to be carried out by the system administrator. From the [Settings] menu select the 'Settings' and search for the 'Database' in the search filter.



Expand the menu and click on the 'Automatic Add new Fields' option. Please ensure that option is ticked and click on the [Update] button. Close the menu and log out of Annapurna. Restart the program and the table will be automatically updated. If you have any concerns please contact info@hawkstonedesign.co.uk