



## BCE Commercial Invoices for Export - User Notes

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## Introduction

From 1 January 2021 businesses trading with Europe are required to produce commercial invoices for their exports.

A commercial invoice for export shall include the following details:

1. Invoice date
2. Customer/Supplier references
3. Purchase order number
4. Addresses of seller and buyer
5. EORI - Economic Operator Registration and Identification Number
6. Credit terms and methodology for payment
7. Currency of transaction
8. Description of goods
9. Serial/Batch/Part numbers
10. Net weight
11. Commodity (Tariff) Codes
12. Supplementary units
13. Country of Origin
14. The Incoterms (and freight charges for pre-DAP terms)

For creating a commercial invoice template, most of the data fields can be retrieved from the account records within BCE.

If there is a requirement for a field that is not stored in BCE, custom fields can be setup and associated with an account or stock item throughout BCE or a text field can be hardcoded to an invoice template.

This document provides a few examples of assigning data fields and custom fields to custom document templates.

## Creating a Commercial Invoice

A commercial invoice can be created using custom documents.

If a commercial invoice template does not already exist a new template can be created by selecting and copying an existing sales invoice template from the 'Actions' menu or cog.

Set the 'Record Type' to 'Sales Invoice' and enter a name for the new commercial sales invoice:

+ NEW TEMPLATE		ACTIONS				
Name	Record Type	Default	Disabled	Last Modified	Actions	
<input type="checkbox"/> Standard Sales Quote	Sales Quote (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Sales Quote Pro Forma Invoice	Sales Quote Pro Forma (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Sales Order	Sales Order (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Sales Order Pro Forma Invoice	Sales Order Pro Forma (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Sales Credit Note	Sales Credit Note (Standard)	Y	N	25/11/2020		
<input checked="" type="checkbox"/> Standard Sales Invoice	Sales Invoice (Standard)	Y	N	24/11/2020		
<input type="checkbox"/> Standard Payment Stage Invoice	Payment Stage Invoice (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Payment Application	Payment Application Invoice (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard GRN	GRN Labels (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Job Card	Job Card (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Delivery Note (Customer Copy)	Delivery Note (Customer Copy) (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Delivery Note (Supplier Copy)	Delivery Note (Supplier Copy) (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Purchase Quote	Purchase Quote (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Standard Purchase Order	Purchase Order (Standard)	Y	N	25/11/2020		
<input type="checkbox"/> Commercial Sales Invoice	Sales Invoice	N	Y	09/12/2020		

The new template can be opened for edit and modified to accommodate new fields as required:

COMMERCIAL SALES INVOICE

File Edit View Insert Help

FONT FAMILY

FONT SIZE

B

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BORDER

BORDER ST

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11

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13

14

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16

17

18

19

20

21

22

Text

Table

Container

Chart

Barcode

QR code

Image

Header

Footer

Rectangle

100%

Invoice

image not available

Invoice Number: 10

Our Order Ref:

Date: 09/01/2021

Account Code: EXCUST

Customer Ref: Cust. ref

Our Ref: Our ref

To

Example Customer

A Place

Book Street

Townville

Shireford

SH9 8YU

United Kingdom

VAT No.:

From

Your Business Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode

Tel.:Your Telephone Number

Email: demo@oneadvanced.com

Company No.:

VAT No.: 12345678

Item	Item Code	Qty	UoM	List Price	Unit Price	Net Amt	VAT R	VAT Amt
Example Stock	EXSTOCK	5	each	£	£3,000.00	£10,800.00	%	£2,700.00
<div> <div>EXPRESSION1</div> <div>EXSERIALNUMBER</div> <div>5</div> </div>								
<div>Discount: Example Discount Name 10% (EXPRESSION1)   Description:</div>								
<div>Notes</div> <div>Doc. Notes</div>								

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## EORI - Economic Operator Registration and Identification Number

An EORI number is a unique ID code used to track and register customs information for imports and exports with the EU.

Businesses trading with the EU will use the EORI number as an identification number in all customs procedures when exchanging information with Customs administrations.

The format of an EIRO number is:

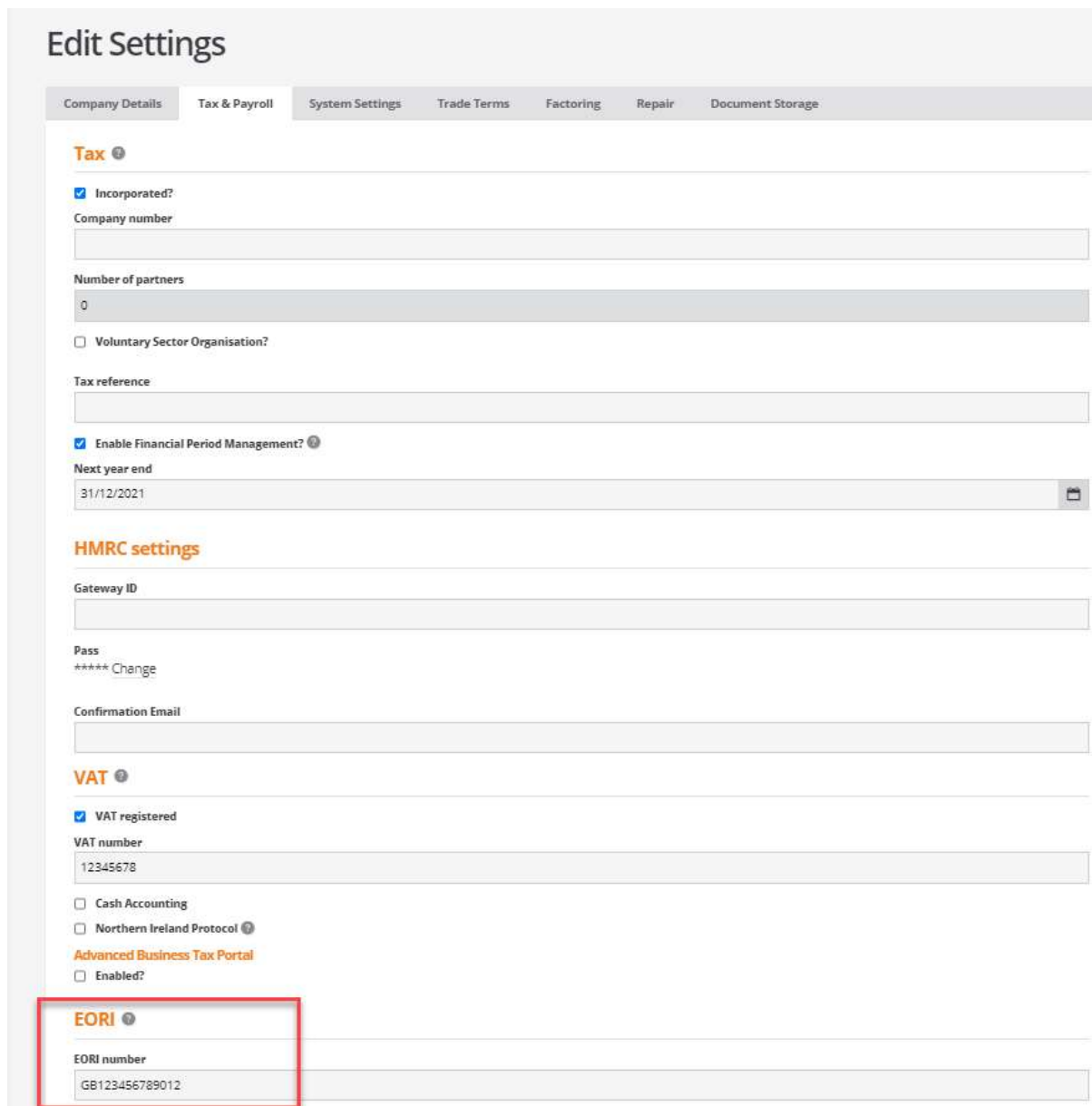
UK: A 12 digit number prefixed with GB (GB987654312000)

Northern Ireland: A 12 digit number prefixed with XI (XI987654312000)

For HMRC guidance on registration and the use of EORI numbers please see:

<https://www.gov.uk/eori>

The EORI number is located in BCE on the 'Tax & Payroll' tab from 'Company Settings':



**Edit Settings**

Company Details | **Tax & Payroll** | System Settings | Trade Terms | Factoring | Repair | Document Storage

**Tax**

☒ Incorporated?

Company number

Number of partners

0

☐ Voluntary Sector Organisation?

Tax reference

☒ Enable Financial Period Management?

Next year end

31/12/2021

**HMRC settings**

Gateway ID

Pass

\*\*\*\*\* Change

Confirmation Email

**VAT**

☒ VAT registered

VAT number

12345678

☐ Cash Accounting

☐ Northern Ireland Protocol

**Advanced Business Tax Portal**

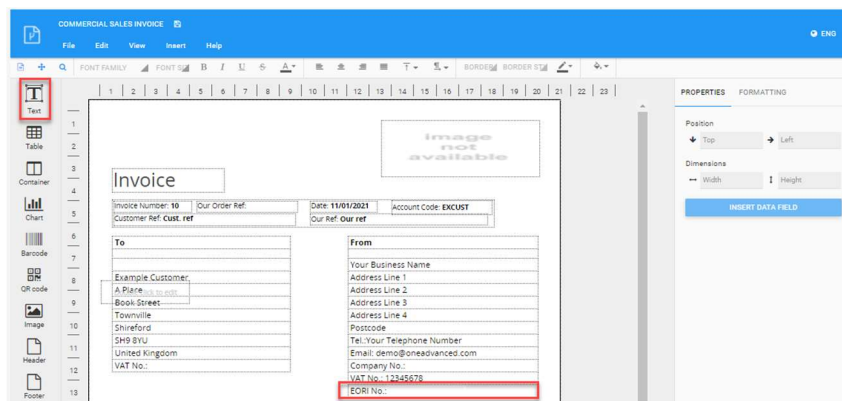
☐ Enabled?

**EORI**

EORI number

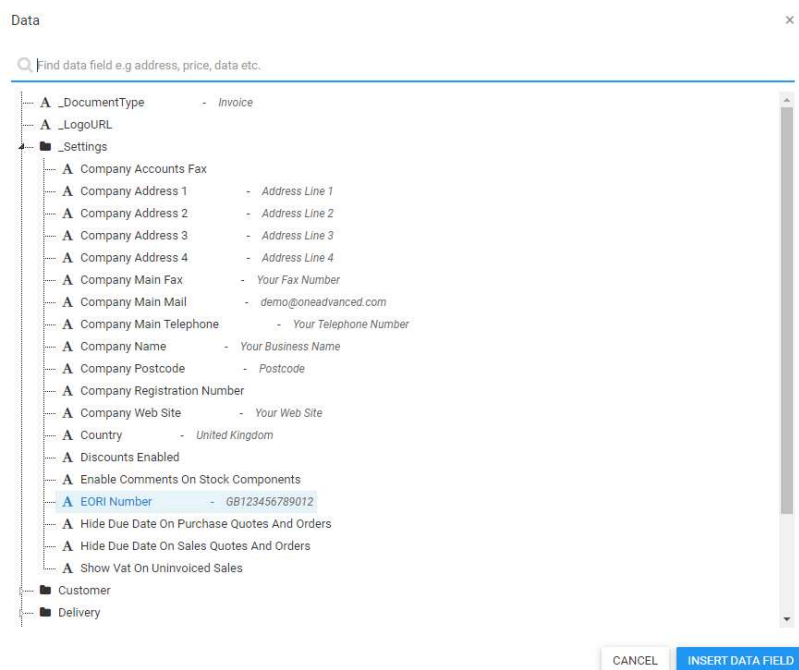
GB123456789012

From custom documents, the EORI number can be included on an invoice template as follows:

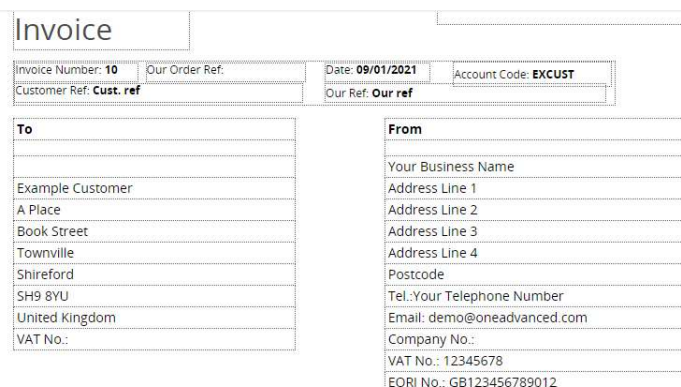


Select a text field at the required position and click on 'INSERT DATA FIELD':

From the list of data fields expand the 'Settings' folder to locate the 'EORI Number' data field and click on 'INSERT DATA FIELD':



The EORI number will be included on the commercial sales invoice template:





## Commodity Code

A commodity code or tariff code is required to make customs declarations when importing or exporting goods with the EU. This includes goods imported from abroad.

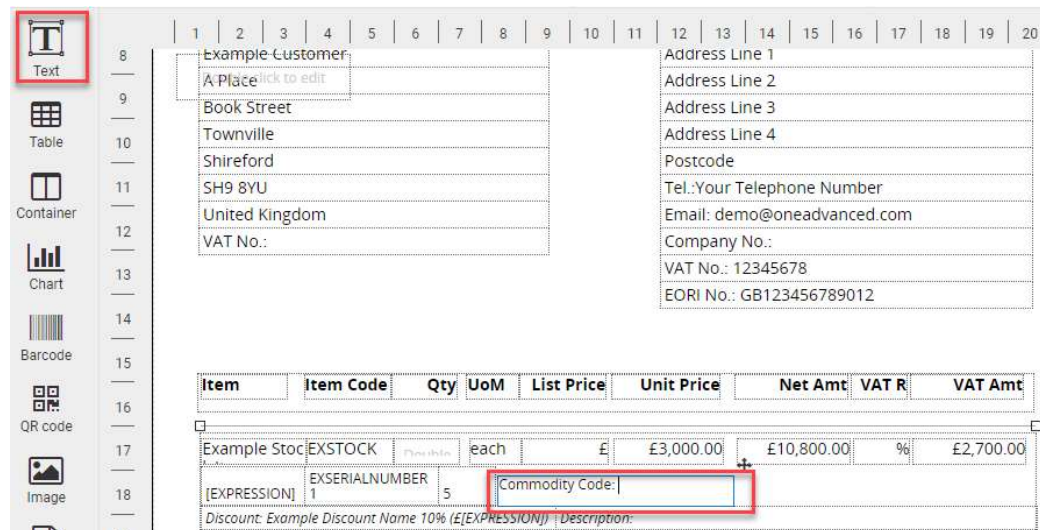
For HMRC guidance on the use of commodity codes please see:

<https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports>

Each stock item has a 'Commodity code' located on the stock items 'General' tab.

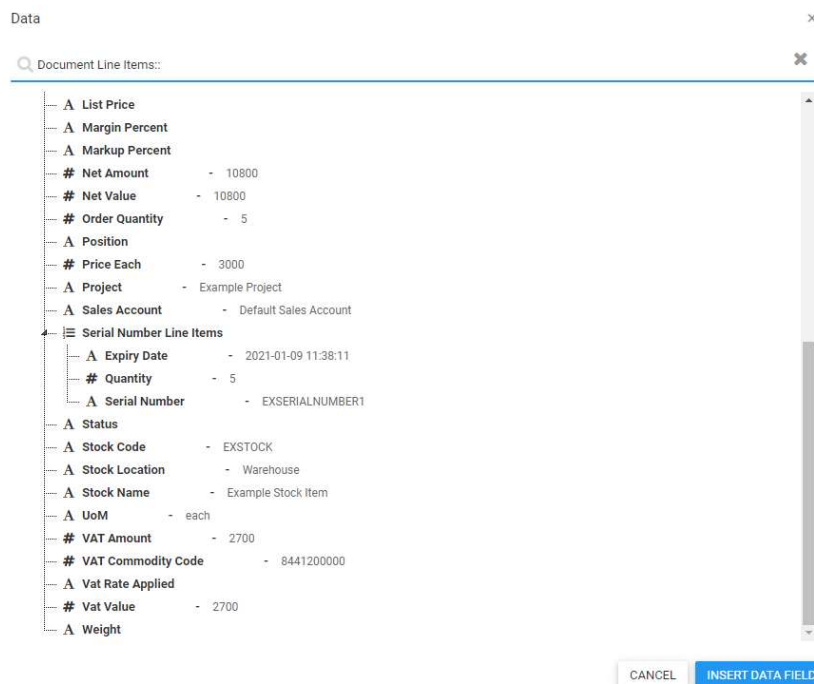
From custom documents, the commodity code can be included on an invoice template as follows.

Select a text field at the required position and click on 'INSERT DATA FIELD':



Item	Item Code	Qty	UoM	List Price	Unit Price	Net Amt	VAT R	VAT Amt
Example Stock	EXSTOCK	5	each	£	£3,000.00	£10,800.00	%	£2,700.00

From the list of data fields for 'Document Line Items' locate the 'VAT Commodity Code' data field and click on 'INSERT DATA FIELD':



Data

Document Line Items:

- A List Price
- A Margin Percent
- A Markup Percent
- # Net Amount - 10800
- # Net Value - 10800
- # Order Quantity - 5
- A Position
- # Price Each - 3000
- A Project - Example Project
- A Sales Account - Default Sales Account
- Serial Number Line Items
  - A Expiry Date - 2021-01-09 11:38:11
  - # Quantity - 5
  - A Serial Number - EXSERIALNUMBER1
- A Status
- A Stock Code - EXSTOCK
- A Stock Location - Warehouse
- A Stock Name - Example Stock Item
- A UoM - each
- # VAT Amount - 2700
- # VAT Commodity Code - 8441200000
- A Vat Rate Applied
- # Vat Value - 2700
- A Weight

CANCEL INSERT DATA FIELD

## Incoterms (Terms of Delivery Code)

Delivery terms may be required to make customs declarations when importing or exporting goods.

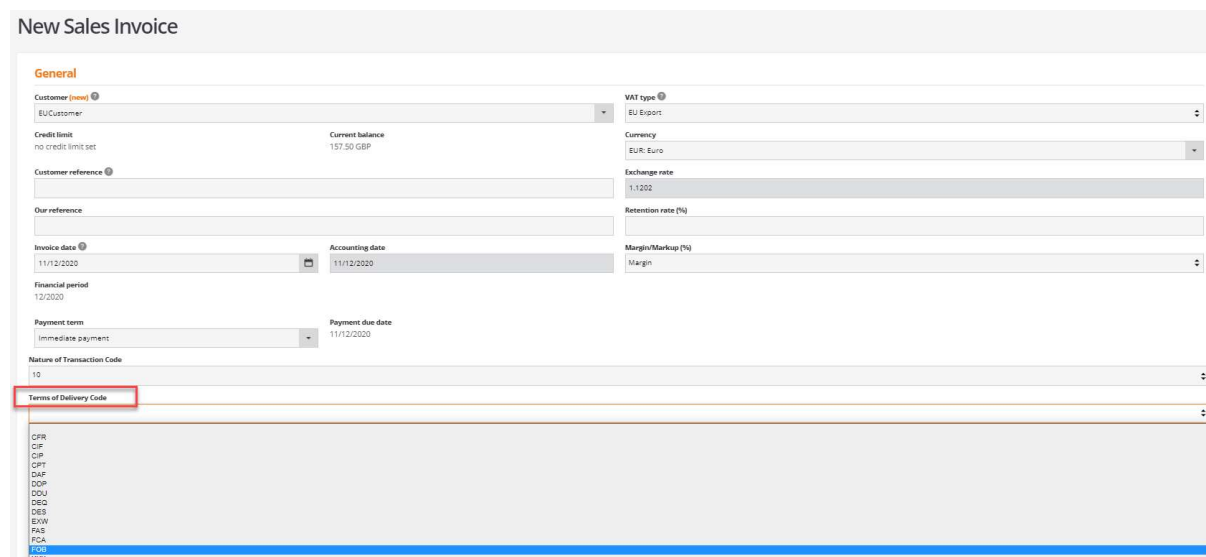
For HMRC guidance on the use of incoterms (delivery terms) codes please see:

<https://www.gov.uk/guidance/international-trade-paperwork-the-basics>

Delivery terms become available in BCE when the following options are enabled from the 'System Settings' tab from 'Company Settings':

- ☐ Enable batch number generation?
- ☒ Enable Intrastat fields?
- ☒ Enable Intrastat Terms of Delivery fields?
- ☐ Enable works order process start times

When creating new sales invoices the terms of delivery code can be selected from the dropdown option on the invoice header:



The screenshot shows the 'New Sales Invoice' form. The 'General' tab is active. The 'Terms of Delivery Code' dropdown is highlighted with a red box. The dropdown list shows the following options: CFR, CIF, CIP, CPT, DAP, DAT, DDP, EXW, FAS, FCA, FOB, and XXX. The 'FOB' option is currently selected.

CFR	Cost and Freight
CIF	Cost, Insurance and Freight.
CIP	Carriage and Insurance paid
CPT	Carriage paid to
DAP	Delivered at Place
DAT	Delivered at Terminal
DDP	Delivered duty paid
EXW	Ex Works
FAS	Free Alongside Ship
FCA	Free Carrier
FOB	Free on Board
XXX	Any other delivery term not covered above

From custom documents, the incoterms (delivery terms) codes can be included on an invoice template as follows.

Select a text field at the required position and click on 'INSERT DATA FIELD':

To	From
Example Customer:	Your Business Name
A Place <small>click to edit</small>	Address Line 1
Book Street	Address Line 2
Townville	Address Line 3
Shireford	Address Line 4
SH9 8YU	Postcode
United Kingdom	Tel.: Your Telephone Number
VAT No.:	Email: demo@oneadvanced.com
	Company No.:
	VAT No.: 12345678
	EORI No.: GB123456789012

Item	Item Code	Qty	UoM	List Price	Unit Price	Net Amt	VAT R	VAT Amt
Example Stock	EXSTOCK	each		£	£3,000.00	£10,800.00	%	£2,700.00
Commodity Code: 8441200000						[EXPRESSION]	EXSERIALNUMBER	5
Discount: Example Discount Name 10% (£[EXPRESSION]) Description:								

**Notes** +

Incoterms:

Doc. Notes

From the list of data fields expand 'Document Header' locate the 'Terms of Delivery Code' data field and click on 'INSERT DATA FIELD':

Data

Find data field e.g address, price, data etc.

- A \_DocumentType - Invoice
- A \_LogoURL
- \_Settings
- Customer
- Delivery
- Document Header**
  - A Currency Symbol - £
  - A Customer Reference - Cust. ref
  - A Document Date - 2020-12-09 11:38:11
  - A Document Notes - Doc. Notes
  - A Exchange Rate
  - A Financial Period
  - A Invoice Date - 2021-01-09 11:38:11
  - # Invoice Number - 10
  - # Order Reference
  - A Our Reference - Our ref
  - A Payment Due Date - 2020-12-09
  - A Retention Rate
  - A Terms Of Delivery Code**
  - A VAT Type - UK Standard
- Document Line Items
- From
- Item Summary
- A Terms of Trade

CANCEL INSERT DATA FIELD

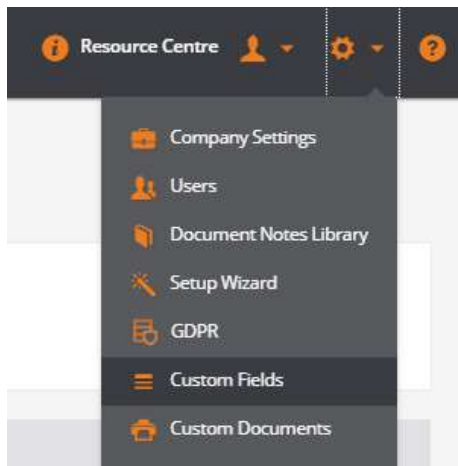
## Additional Custom Fields - Country of Origin example

Where there is no specific or designated field for a required data field, additional fields can be included on a custom invoice template using custom fields.

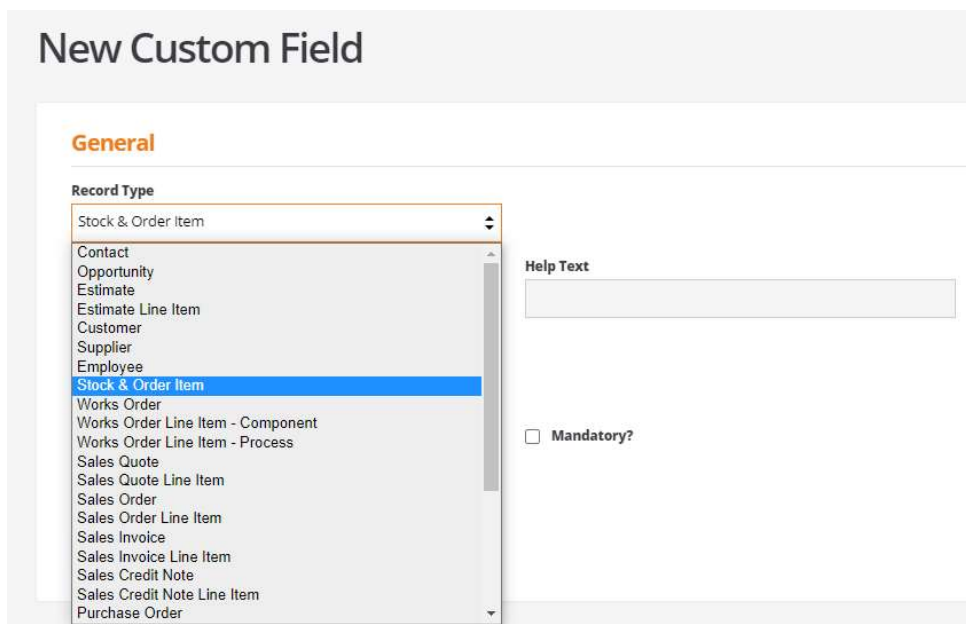
For example, for a sales invoice a stock items country of origin may be always from the UK for your business. If this is the case then selecting the 'Country' data field from system settings will be a reliable option for specifying the country of origin.

However, if the country of origin is specific to individual stock items, then adding a custom field shall allow any country to be associated with a stock item.

To create a new custom field, open Custom Fields from the BCE menu dropdown:



Click on 'NEW CUSTOM FIELD' to open the following screen:

A screenshot of the 'New Custom Field' form. The form has a title 'New Custom Field' at the top. Below the title is a section labeled 'General'. In the 'General' section, there is a 'Record Type' dropdown menu. The dropdown is open, showing a list of record types: 'Stock & Order Item', 'Contact', 'Opportunity', 'Estimate', 'Estimate Line Item', 'Customer', 'Supplier', 'Employee', 'Stock & Order Item' (highlighted in blue), 'Works Order', 'Works Order Line Item - Component', 'Works Order Line Item - Process', 'Sales Quote', 'Sales Quote Line Item', 'Sales Order', 'Sales Order Line Item', 'Sales Invoice', 'Sales Invoice Line Item', 'Sales Credit Note', 'Sales Credit Note Line Item', and 'Purchase Order'. To the right of the dropdown is a 'Help Text' input field. Below the 'Help Text' field is a checkbox labeled 'Mandatory?'.

Select the 'Record Type' where the custom field is to appear.

Complete the custom field details as follows:

## Edit Custom Field

### General

**Record Type**  
Stock & Order Item

**Label (required)**  
Stock Item Country of Origin

**Input Type**  
Select Box

**Options**

United Kingdom	▲ ▼ ✕
Denmark	▲ ▼ ✕
France	▲ ▼ ✕
Germany	▲ ▼ ✕
Holland	▲ ▼ ✕
Italy	▲ ▼ ✕
Norway	▲ ▼ ✕
Spain	▲ ▼ ✕
Sweden	▲ ▼ ✕

Option value  +

☐ Use in advanced search? ☒ Mandatory?

UPDATE CANCEL

**Help Text**  
Stock Item Country of Origin

Using the 'Input Type' of 'Select Box' will allow the user to create a pre-set list of countries for selection.

The 'Mandatory' option can be ticked to force a value to be selected where the field cannot be left blank.

## Editing Stock Item

Item Type

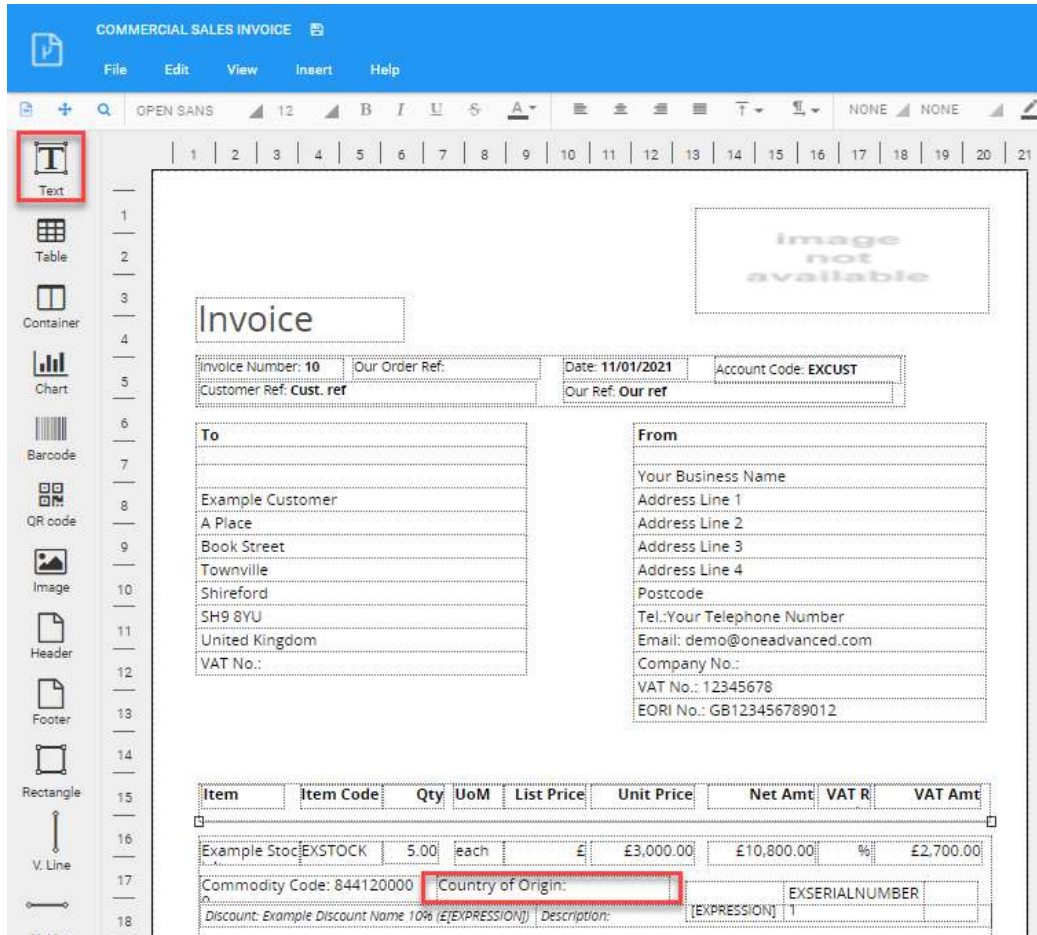
General Suppliers Custom Fields Stock Group

Stock Item Country of Origin (required) ?

United Kingdom  
Denmark  
France  
Germany  
Holland  
Italy  
Norway  
Spain  
Sweden

When the custom field has been created, from custom documents, the custom field for 'Country of Origin' can be included on an invoice template as follows.

Select a text field at the required position and click on 'INSERT DATA FIELD':



Item	Item Code	Qty	UoM	List Price	Unit Price	Net Amt	VAT R	VAT Amt
Example Stock	EXSTOCK	5.00	each	£	£3,000.00	£10,800.00	%	£2,700.00
Commodity Code: 844120000				Country of Origin:		EXSERIALNUMBER		
Discount: Example Discount Name 10% (E[EXPRESSION])				Description:		[EXPRESSION] 1		

From the list of data fields for 'Document Line Items' locate the 'CF Stock Item Country of Origin' data field and click on 'INSERT DATA FIELD':



Data

Document Line Items:

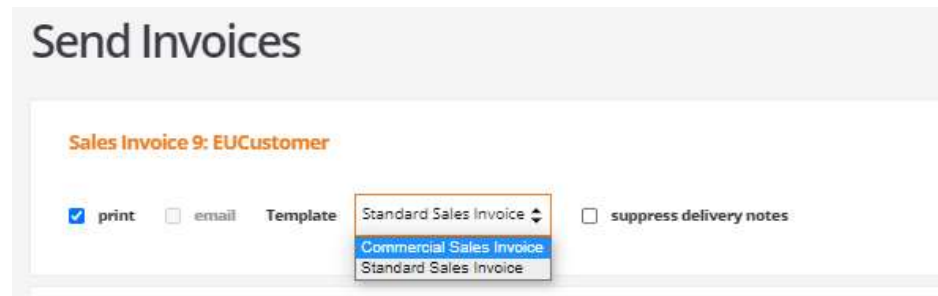
- A Barcode
- # Base Currency Price Each
- A CF Stock Item Country of Origin
- A Charge Quantity
- A Conversion Rate
- A Currency Symbol - £
- A Custom Info 1
- A Delivered Date Slashed

**Note:** Custom field data fields are always prefixed with the characters 'CF'

## Printing the Commercial Invoice

When all the required data and custom fields have been inserted to the commercial invoice template the invoice can be printed when creating new invoices.

From the Send Invoices option, select the commercial sales invoice template:



Each of the inserted fields will be populated with the corresponding data:

### Invoice

Invoice Number: 9 Date: 09/12/2020 Account Code: EUCUST001  
Customer Ref: Our Ref:

**To**  
EUCustomer  
1 De La Rue  
Paris  
FR1 1FR  
France  
VAT No.: 55669988

**From**  
Your Business Name  
Address Line 1  
Address Line 2  
Address Line 3  
Address Line 4  
Postcode  
Tel.:Your Telephone Number  
Email: demo@oneadvanced.com  
VAT No.: 12345678  
**EORI No.: GB123456789012**

Item	Item Code	Qty	UoM	List Price	Unit Price	Net Amt	VAT Rate	VAT Amt
Hand Soap	Soap001	5.00	each	£0.00	£7.50	£37.50	20%	£7.50
<b>Commodity Code: 3401</b>		<b>Country of Origin: Italy</b>		Serial Number B234/10				

**Notes**  
**Incoterms: FOB**

**Delivery Address**  
United Kingdom

Net Amount £37.50  
VAT Amount £7.50  
Invoice Total £45.00  
Terms Immediate payment  
Payment Due Date 09/12/2020