

# Basic Functions (SD-FT-PRO)



HELP.SDFTPRO

Release 4.6C



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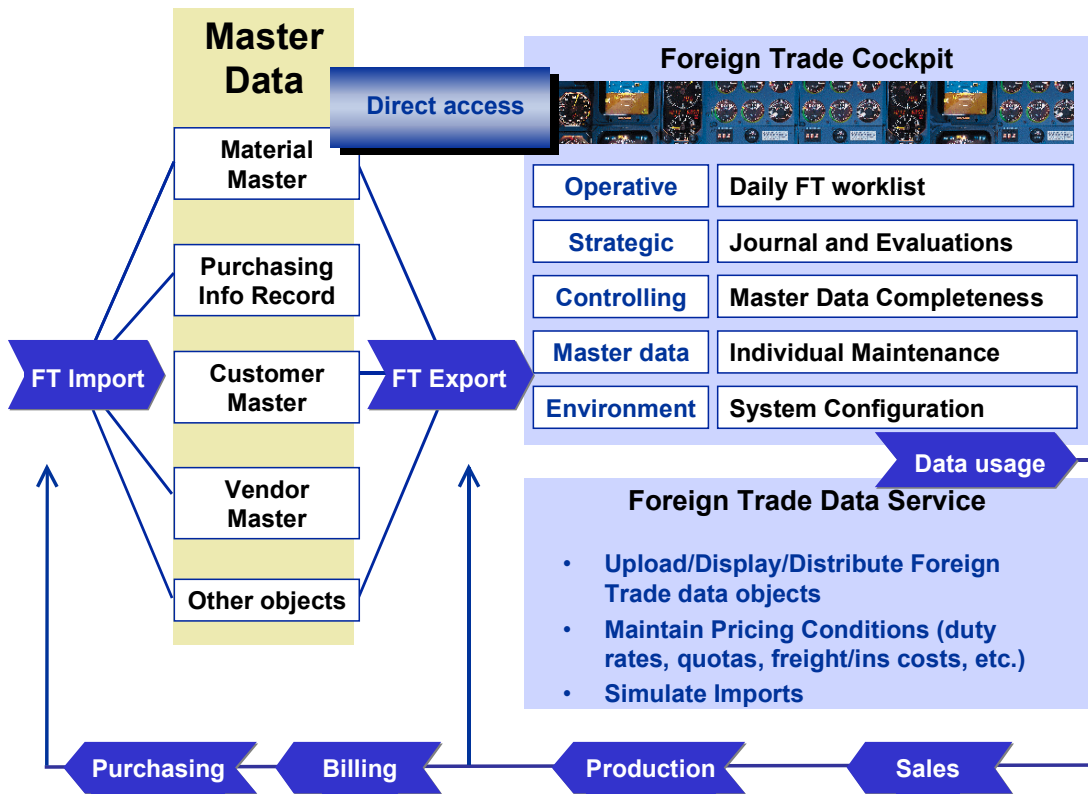
## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

## Contents

<b>Basic Functions (SD-FT-PRO)</b> .....	<b>5</b>
Foreign Trade Data in Master Records .....	7
Foreign Trade Data Check in Master Records .....	11
Checklist for Customizing FT Master Data .....	12
Statistical Values for Foreign Trade Processes .....	14
Maintain Foreign Trade User Data .....	16
Foreign Trade Data in SD Documents .....	18
Maintenance of Foreign Trade Data in SD Documents .....	21
Foreign Trade Data in Purchasing Documents .....	23
Maintenance of FT Data in Purchasing Documents .....	25
General Foreign Trade Processing Cockpit .....	27
Data Maintenance/Selection .....	31
Foreign Trade Data Service Cockpit .....	32
Universal Foreign Trade Upload .....	35
Uploading Foreign Trade Objects .....	36
Foreign Trade Customs Object Distribution .....	38
<b>Loading of Commodity Codes and Import Code Numbers</b> .....	<b>40</b>
Loading Commodity Codes and Import Code Numbers .....	41
Comparison of Commodity Code Numbers .....	43
Displaying Commodity Codes and Import Code Numbers .....	44

## Basic Functions (SD-FT-PRO)



### Purpose

The Basic Functions component of SAP's Foreign Trade/Customs application (FT) maintains data specific to foreign trade in the material master, vendor master, purchasing info record, customer master record and other default objects. The primary objective of this component is the preparation of current, process-related, accurate foreign trade data in materials management, sales and distribution and billing documents.

### Implementation Considerations

This component is fundamental to *Foreign Trade* and should always be implemented.

### Integration

This component is fully integrated with SD's *Sales* (SD-SLS), *Delivery Processing* (SD-SHP-DL), and *Billing* (SD-BIL) components. It is also integrated with *Materials Management's* (MM) *Purchasing* (MM-PUR) and *Goods Receipt* (MM-IM-GR) components.

FT uses the data in the master records in import/receipt and export/dispatch processes both directly and indirectly in these components. It uses the data directly as default values in MM purchase orders, advanced shipping notifications (inbound deliveries), goods receipts and in SD outbound deliveries and billing documents. It uses the data indirectly when it automatically

**Basic Functions (SD-FT-PRO)**

determines additional export-relevant data. This data is then included in deliveries and billing documents.

**Features**

This component includes transactions from two easy-access cockpits for general data processing and data service functions.

**Foreign Trade Cockpit**

Functions in the [General Foreign Trade Processing Cockpit \[Page 27\]](#) enable you to monitor foreign trade activities and permit immediate updating of foreign trade data.

Key features:

- Direct access to foreign trade data
- Alert reporting allows you to check whether foreign trade data is complete and accurate in master records.
- Maintenance of foreign trade data in purchasing and sales documents
- The incompleteness worklist displays only records that need to be processed.
- Journals - provide access to import and export data to create periodic activity statements.

**Data Service Cockpit**

The [Data Service Cockpit \[Page 32\]](#) functions enable you to

- Upload customs data objects, select objects for addition to your database, and distribute them to other systems
- Perform list, display, search and statistics functions for IDocs
- Maintain pricing conditions and condition types for customs duties
- Perform import simulation
- View IDocs pertaining to foreign trade in your system
- Display commodity codes and import code numbers

Return to [Foreign Trade / Customs \[Ext.\]](#) main topic.

## Foreign Trade Data in Master Records

### Definition

Master data relevant to foreign trade that is used throughout the entire logistics chain in Materials Management (MM) and Sales and Distribution (SD) documents.

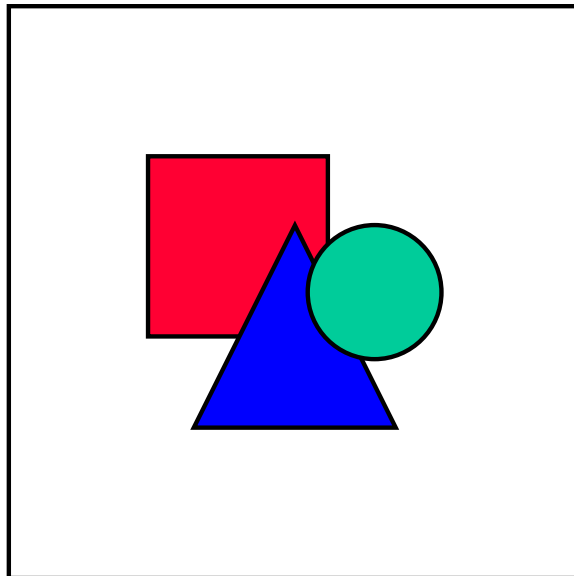


The system's automated foreign trade processing depends on complete master data. To ensure efficient import and export processing, you need to maintain the master data thoroughly.

### Structure

This section provides a detailed list of the data relevant for using SAP's Foreign Trade (FT) application component in the following master records:

- Vendor master record
- Purchasing info record
- Material master record
- Customer master record



**Cockpit Access:** In addition to checking this data from the SAP standard menu paths described below, you can check whether foreign trade data is complete in master records **in one step** from the [General Foreign Trade Processing Cockpit \[Page 27\]](#). From the *Master data* section of this cockpit, you can create, view and modify each of these master records.

## Foreign Trade Data in Master Records

### Vendor Master Record

To go to a vendor master record from the SAP standard menu, choose *Logistics → Materials Management → Purchasing → Master data → Vendor → Purchasing*

You can maintain data relevant to foreign trade on the following screens of the vendor master:

- **Address**

- Vendor's city
- Postal code
- Country
- Region

The vendor's country helps indicate import transactions in MM documents. You need the vendor's region for declarations to the authorities.

- **Control**

This screen contains accounting data including the vendor's *VAT registration number*. The system copies the vendor's VAT registration number from the vendor master record to the purchase order as a default value.

- **Purchasing data**

- Order currency
- Terms of payment
- Incoterms
- Mode of transport

The mode of transport indicates how the imported goods cross the border.

- Office of entry (at the border)

The border customs office code specifies the office through which goods usually arrive in the country. The vendor master record supports only one *Office of entry*.

- Purchasing group

To display or maintain data for preference processing from this screen, choose *Extras → Tariff preference*. (See also Table 617.)

### Purchasing Info Record

The purchasing info record represents the link between the vendor and the material delivered and overrides the vendor master record. Communication between the vendor and your plant can be made easier using purchasing info records.

To go to a purchasing info record from the SAP standard menu, choose *Logistics → Materials Management → Purchasing → Master data → Info record*.

You can maintain data relevant to foreign trade on the following screens:

- **General data**

- Country of origin
- Region of origin



**Foreign Trade Data in Master Records**

- Certificate category (the type of certificate—for example, a certificate of origin—issued by the vendor)
- Certificate number
- Date until which the certificate of origin is valid

To display or maintain data for preference processing from this screen, choose *Extras* → *Tariff preference*.

- **Purchasing organization data 1**

- Planned delivery time
- Standard quantity
- Confirmation control key
- Export/import procedure
- Net price
- Incoterms

**Material Master Record**

To go to a material master record from the SAP standard menu, choose *Logistics* → *Materials Management* → *Material Master* → *Material*.

You can display or enter data relevant to foreign trade in the following views of the material master record:

- **Basic data 1**

- Base unit of measure
- Material group
- Division
- Net weight
- Gross weight
- Weight unit

- **Sales organization data 1 and 2**

- Tax category/classification

- **Sales: General/Plant Data**

- Transportation group
- Loading group

- **Foreign Trade: Export data**

- Commodity code (or Import code number)
- Country of Origin
- Region of Origin
- Legal (export) control information
- Preference information (when applicable)

## Foreign Trade Data in Master Records

- **Foreign Trade: Import data**
  - [Import code \[Page 40\]](#) number (or commodity code)
  - Export/import group (a grouping of similar materials for export or import transactions)
  - Country of origin
  - Region of origin
- **Accounting 1**
  - *Valuation class*
  - *Price control*
  - *Price unit*
  - *Moving average price*

## Customer Master Record

To go to a customer master record from the SAP standard menu, choose *Logistics* → *Sales and distribution* → *Business partners* → *Sold-to-party*.

You can maintain data relevant to foreign trade data on the following screens of the customer master record:

- **General data**
  - City
  - Country
  - Region
  - Transportation zone
  - Postal code
  - Language
  - VAT registration number

The customer's country helps indicate export transactions in sales and distribution (SD) documents. You need the customer's region for declarations to the authorities.

To go to the Shipping and Billing information screens from the *General data* screen, choose *Goto* → *Sales area data*.

- **Shipping**
  - Shipping conditions
  - Delivering plant
- **Billing**
  - INCOTERMS
  - Terms of payment
  - Payment guarantee procedures
  - Licenses (legal control data)

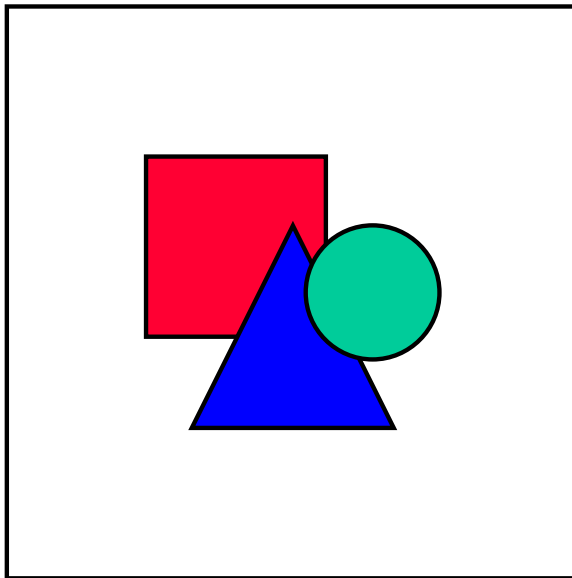
## Foreign Trade Data Check in Master Records

### Use

This function checks whether the foreign trade data in master records is complete and generates a list of any missing data. Complete foreign trade data makes import and export processing faster and improves consistency.

### Features

- The function checks these master records for the following foreign trade data:
  - Vendor master records for general foreign trade data
  - Purchasing info records for vendor declaration data
  - Material master records for general foreign trade, legal control, preference processing data and refunds on exports (for one plant and cross-plant)
  - Customer master records for general foreign trade, legal control, and documentary payments data
- You can enter selection criteria to define which master records the function checks. For example, you can run the check on materials created in the last three months.
- You can maintain missing data in vendor, material, and customer master records directly from the lists the function creates.



You can check whether foreign trade data in master records is complete from the [Foreign Trade Cockpit \[Page 27\]](#).

## Checklist for Customizing FT Master Data

## Checklist for Customizing FT Master Data

### Purpose

Listed below are the areas of *Customizing* you need to check to ensure you have fully maintained the foreign trade master data, check objects, and proposal objects. Because the system's defaults depend on settings in *Customizing*, the more fully you maintain this data, the more complete the data in the purchasing and sales documents will be, and the more efficient the system will be to use.

You can access the Implementation Guide (IMG) to customize your area of interest via your project from the SAP standard menu by choosing *Tools* → *AcceleratedSAP* → *Customizing* → *Edit Project*. In the IMG for R/3 Customizing, make entries in the appropriate items in the checklist below to ensure that the Foreign Trade application component is prepared for use.

### Checklist

This checklist applies to configuring objects for both inward and outward processing.

1. Number range

*Sales and Distribution* → *Foreign Trade/Customs* → *Define Number Ranges*

2. Commodity codes and import code numbers

*Sales and Distribution* → *Foreign Trade/Customs* → *Basic Data for Foreign Trade* → *Define Commodity Codes/Import Code Numbers by Country*

3. Procedure

– Definition

*Sales and Distribution* → *Foreign Trade/Customs* → *Basic Data for Foreign Trade* → *Define Procedures and Default Value* → *Define Procedure*

– Sales and Distribution (SD) default value

*Sales and Distribution* → *Foreign Trade/Customs* → *Basic Data for Foreign Trade* → *Define Procedures and Default Value* → *Define Procedure Default*

– Materials Management (MM) default value

You maintain this value in the purchasing info record on the *Purch. org. data 1* (Purchasing organization data 1) screen (see [Foreign Trade Data in Master Records \[Page 7\]](#)).

4. Business transaction type

– Definition

*Sales and Distribution* → *Foreign Trade/Customs* → *Basic Data for Foreign Trade* → *Define Business Transaction Types and Default Value* → *Define Business Types*

– SD default value

*Sales and Distribution* → *Foreign Trade/Customs* → *Basic Data for Foreign Trade* → *Define Procedures and Default Value* → *Define Default Business Type (SD)*

– MM default value

## Checklist for Customizing FT Master Data

*Sales and Distribution → Foreign trade → Basic data for foreign trade → Define business transaction types and default value → Define default business transaction type (MM) (Table T604)*

## 5. Mode of transport

- Definition

*Sales and Distribution → Foreign Trade/Customs → Transportation Ddata → Define Modes of Transport*

- MM default value

Maintained in the vendor master on the *Purchasing data* screen (see [Foreign Trade Data in Master Records \[Page 7\]](#))

## 6. Customs offices

- Definition

*Sales and Distribution → Foreign trade → Transportation Data → Define Customs Offices*

- MM default value

Maintained in the vendor master on the *Purchasing data* screen (see [Foreign Trade Data in Master Records \[Page 7\]](#))

## 7. Control of import data screens

*Sales and Distribution → Foreign Trade/Customs → Control Foreign Trade Data in MM and SD Documents → Import Screens in Purchasing Document*

## 8. Countries

*General Settings → Set Countries → Define Countries*

## 9. Currencies

*General Settings → Currencies → Enter Exchange Rates*

## Statistical Values for Foreign Trade Processes

# Statistical Values for Foreign Trade Processes

## Use

Every item a country imports or exports must have a statistical value associated with it when it passes through customs. The statistical value is the net domestic value (fair market value) of a product when it crosses a border. (The fair market value is the price the product is normally sold at in the manufacturer's domestic market.) This value is needed for each exported or imported item for INTRASTAT and EXTRASTAT declarations in the European Union (EU). It is used as a basis for keeping track of foreign trade statistics.

The statistical value is printed on the appropriate customs documents such as the Single Administrative Document (SAD) in the EU, the Shipper's Export Declaration (SED) in the US, and the export report in Japan.

The statistical value is a measure of the actual value of the goods imported or exported and does not include the value added tax (VAT) or all of the transportation and insurance costs.



You are exporting goods to a customer in another EU member-state. The statistical value of the goods is calculated by deducting transportation and insurance costs from the time when the goods cross the border until when they reach the customer. If the statistical value is 80% of the amount billed before VAT, this percentage includes all transportation and insurance costs within your country until the goods reach the border. The 20% difference represents the estimated transportation and insurance costs from the border crossing point to the customer location.

The process is the same for the importer. The costs of transporting the goods as far as the exporter's border are deducted before determining the statistical value.

This function automatically calculates statistical values based on condition records in *Materials Management* (MM) for receipts and imports and *Sales and Distribution* (SD) for dispatches and exports.

## Integration

This function integrates with the calculation performed by MM's and SD's pricing functions. It also provides data for import items in purchase orders and shipping notifications and for export items in deliveries and billing documents.

R/3's standard set-up calculates statistical values based on Incoterms. By applying standard pricing tools, you can change the basis for the calculation and make manual changes to the condition records.

## Prerequisites

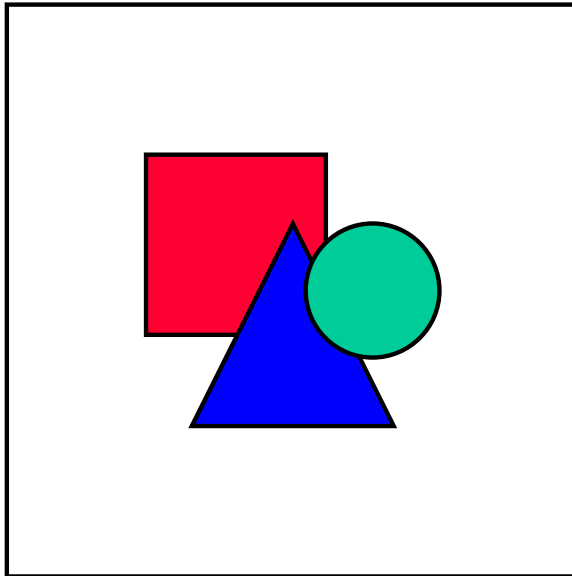
### For Statistical Values in SD

- The condition type GRWR (shipped in the standard set-up) can be used or a copy must be created in Customizing for SD. Choose *Sales and Distribution* → *Basic Functions* → *Pricing* → *Define condition index*.
- Valid condition records for the relevant Incoterms clause must exist within the sales area for the corresponding period of time.

## Statistical Values for Foreign Trade Processes

## For Statistical Values in MM

- The condition type GRWR (shipped in the standard set-up) can be used or a copy must be created in Customizing for MM. Choose *Materials Management* → *Purchasing* → *Conditions* → *Define Price Determination Process* → *Define condition types*.
- Valid condition records for the relevant Incoterms clause must exist within the purchasing organization for the corresponding period of time.



You can maintain and create SD and MM condition records for statistical values from the [General Foreign Trade Processing Cockpit \[Page 27\]](#).

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**Maintain Foreign Trade User Data**

## Maintain Foreign Trade User Data

### Use

This function makes it possible for users to maintain their own data as it pertains to foreign trade functions. From *Customizing*, you can display existing users or add new user control data (when authorized). This function provides individual maintenance for the following areas:

- Initial Screen
- Area control
- Detail control for periodic declarations

To go to the *Foreign Trade User Data Table* from the *Customizing* menu, choose *Sales and Distribution (or Materials Management → Purchasing) → Foreign Trade/Customs → General Control → Set Menu* or choose *Environment → Maintain user data* from any one of the seven Foreign Trade cockpits (see *Area control* below).

### Features

Each section of the user data table is described below.

#### Initial screen

In this section, you can establish whether the initial screen for Foreign Trade is displayed in the HTML "Enjoy" mode or in the standard mode. To go to the initial screen for Foreign Trade, choose *Logistics → Sales and Distribution (or Materials Management) → Foreign Trade/Customs → Initial Screen Foreign Trade/Customs*:

#### Area control

This section allows each user to establish how the following Foreign Trade cockpits will appear on the computer screen:

- [General Foreign Trade Processing \[Page 27\]](#)
- [Periodic Declarations \[Ext.\]](#)
- [Legal Control \[Ext.\]](#)
- [Documentary Payments \[Ext.\]](#)
- [Communications and Printing \[Ext.\]](#)
- [Preference Processing \[Ext.\]](#)
- [Data Service \[Page 32\]](#)

To go to the Foreign Trade cockpits, go to the Foreign Trade initial screen (described in *Initial screen* above) and select any of the topics listed.

In particular, in this section you establish whether a picture or text will appear in the area provided for that purpose in each of the cockpits.

#### Pictures

The standard picture for each area is listed in each of the cockpit descriptions above. To find additional photographs, select *WEB repository → Binary data for WebRFC applications (ENTER)*



**Maintain Foreign Trade User Data**

→ *Development class* (own or standard Foreign Trade VEI) → *Execute*. Note the object name, go back to the *Area control* screen and enter the object name in the *Object name* field for each corresponding tab.

**Texts**

To create texts that can be displayed in the cockpit text areas, choose *Tools* → *Form print* → *SAPscript* → *Standard text*. For example, you may want to add tips and user instructions in the text area.



You can enter either a text or a picture but not both in the text area. One exception is in the *General processing* cockpit. Here you can display both the cockpit graphic SD\_FT\_PRO\_START at the top of the screen and a text in the text area below.

**Limit Documents Displayed in the Tree**

For *General Processing*, *Legal Control* and *Documentary Payments*, you can limit the number of documents the system will select and list in the display tree. You do this by entering the quantity under *Display control* on the corresponding tab.

**Detail Control for Periodic Declarations**

This section of the user data table allows you to make individual settings for periodic declarations that affect how declarations for each country will be displayed or handled. For example, you can

- Suppress the display of certain declaration types
- Deactivate the use of certain medium types, such as diskettes or paper
- Deactivate the movement direction (for example, import or export) of goods
- Suppress individual notification types

## Foreign Trade Data in SD Documents

## Foreign Trade Data in SD Documents

### Definition

Data that describes the export or dispatch characteristics of a sales and distribution (SD) transaction.

### Structure

Foreign trade data appears at the header and item levels in sales orders, outbound deliveries and billing documents. The customer and material master records propose some of this data. The system determines other data based on the route or the item category.

### Foreign Trade Data in SD Document Headers

Data	Description	Comments
Payment guarantee data (sales orders only)	<ul style="list-style-type: none"> <li>Payment guarantee procedure</li> <li>Financial document number</li> </ul>	
Partner data	<ul style="list-style-type: none"> <li>Ship-to party The ship-to party key</li> <li>Country key The ship-to party's country key</li> </ul>	The system copies this data from the sales order.
Customs data (deliveries and billing documents only)	<ul style="list-style-type: none"> <li>Mode of transport The technical customs term describing how (for example, by sea or air) the goods are taken across a national border</li> <li>Office of exit The key for the customs office at the border, where the goods are loaded onto the mode of transport with which they will cross the border</li> <li>Inland (domestic) mode of transport The type of transport used from the delivering plant</li> </ul>	<p>The system determines this data based on the route if the appropriate setting has been maintained in Customizing (Table 617).</p> <p>The system adopts this data as default values in deliveries and billing documents.</p>

Foreign Trade Data in SD Documents

Foreign Trade Data in SD Document Items

Data	Description	Comments
Material data	<ul style="list-style-type: none"> <li>• Material The material key for the delivery item or billing document item</li> <li>• Description A description of the material in the delivery item or billing document item</li> <li>• Batch (only in deliveries of batch-managed materials) The batch number of the delivery item</li> <li>• Commodity code</li> </ul>	The system copies this data from the material master record.
Origin (deliveries and billing documents only)	<ul style="list-style-type: none"> <li>• Country of origin of the merchandise</li> <li>• Region of origin of the merchandise</li> </ul>	The system copies this data as default values from the material master record.
Transaction	<ul style="list-style-type: none"> <li>• Export procedure Standard code that identifies a customs procedure by which the goods in dispatch / export transactions are reported for foreign trade statistics</li> <li>• Business transaction type A specification necessary for declarations to the authorities such as reporting import/export within the EU or the US</li> </ul>	With the appropriate settings in Customizing, the system determines the transaction data automatically based on criteria like the export-import group or the item category. The system then copies the data to the delivery and billing documents.

## Foreign Trade Data in SD Documents

<p>Value (sales orders and billing documents only)</p>	<ul style="list-style-type: none"><li>• Statistical value The value of the goods including transportation and insurance costs that arise in the exporting country</li></ul>	<p>The system calculates the statistical value during Pricing in the underlying sales order and billing document.</p> <p>You can change how the system calculates the statistical value for the item if the billing document has not yet been posted to the <i>Financial Accounting (FI)</i> application component.</p>
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## Maintenance of Foreign Trade Data in SD Documents

### Use

This function enables you to create and change foreign trade data in sales orders, export deliveries, and billing documents.

### Activities


To change or display a **sales order** from the SAP standard menu, choose *Logistics* → *Sales and Distribution* → *Sales* → *Sales Order* → *Change* or *Display*.

To change or display an **outbound delivery** from the SAP standard menu, choose *Logistics* → *Sales and Distribution* → *Shipping and Transportation* → *Outbound Delivery* → *Change* or *Display*.




To change or display a **billing document** from the SAP standard menu, choose *Logistics* → *Sales and Distribution* → *Billing* → *Billing Document* → *Change* or *Display*.

You can retrieve and check a list of existing export deliveries for completeness from the *Export* section of the [Operative Cockpit \[Page 27\]](#). For a description of this procedure, see [Scenario - Daily Export Operations \[Ext.\]](#).

To check a single delivery or billing document for completeness choose the *Individual Maintenance* tab in the [General Foreign Trade Processing Cockpit \[Page 27\]](#).

To maintain data in	Menu path	You should know
The sales order header	In the sales order, choose <i>Goto</i> → <i>Header</i> → <i>Billing</i> to enter delivery and payment terms and risk management data.	You can change the statistical value for an item in a sales order.
A sales order item	In the sales order, select an item. Then choose <i>Goto</i> → <i>Item</i> → <i>Sales A</i> to enter the business transaction type.	
The delivery header	In the delivery choose <i>Goto</i> → <i>Header</i> → <i>Foreign Trade/Customs</i> .	You can display all delivery header data easily from the <a href="#">FI Cockpit [Page 27]</a> under <i>Individual Maintenance</i> . To display the incompleteness log for FT data in the header, choose  <i>Incompleteness analysis</i> .

## Maintenance of Foreign Trade Data in SD Documents

A delivery item	In the delivery select an item. Then choose <i>Goto</i> → <i>Item</i> → <i>Foreign Trade/Customs</i> .	You can display a log of all incomplete FT data in the delivery item easily from the <a href="#">FT Cockpit [Page 27]</a> under <i>Individual Maintenance</i> by choosing  <i>Incompleteness analysis</i> .
The billing document header	In the billing document choose <i>Goto</i> → <i>Header</i> → <i>Foreign Trade/Customs</i> .	You can display all billing header data easily from the <i>FT Cockpit</i> . To display the incompleteness log, choose  <i>Log of Incomplete Items</i> .
A billing document item	In the billing document select an item. Then choose <i>Goto</i> → <i>Item</i> → <i>Foreign Trade item</i> .	You can change the statistical value for an item in a billing document. To display the incompleteness log for FT data in the item choose  <i>Log of Incomplete Items</i> .



- After a delivery has been invoiced, you can no longer change the export data in the delivery.
- After a billing document has been posted to the *Financial Accounting (FI)* application component, you can only change export data in it via the *Individual Maintenance* section of the [FT Cockpit \[Page 27\]](#). In this case, you can only improve the quality of the data pertaining to an invoice, but you cannot reverse existing data or worsen its status.

## Foreign Trade Data in Purchasing Documents

### Definition

Data that describes the import or arrival characteristics of a purchasing transaction.

### Structure

Foreign trade data appears at the header and in the items themselves in purchase orders and shipping notifications (inbound deliveries). The vendor master records, material master records and purchasing info records propose this data.

### Foreign Trade Data in Purchase Order, Shipping Notification and Goods Receipt Headers

Data	Description	Comments
FT/Customs data	<ul style="list-style-type: none"> <li>Mode of transport The technical customs term describing the type of transport (for example, see or air transport) used to take the goods across a national border</li> <li>Office of entry The key for the border customs office where the goods are unloaded from the mode of transport used for crossing the border</li> </ul>	<p>The system determines this data from the vendor master and uses it as a default value in the purchase order, shipping notification and goods receipt.</p> <p>Configuration for this activity is required in <i>Customizing</i> table 617.</p>
Partner data	<ul style="list-style-type: none"> <li>Vendor The vendor key</li> <li>Delivery vendor</li> <li>Country key The vendor country key</li> </ul>	<p>The system copies this data from the purchase order to the shipping notification and goods receipt.</p>

### Foreign Trade Data in Purchase Order, Advance Shipping Notification and Goods Receipt Items

Data	Description	Comments
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## Foreign Trade Data in Purchasing Documents

Material data	<ul style="list-style-type: none"> <li>• Material The material key for the item</li> <li>• Description A description of the item</li> <li>• Commodity/Import code</li> <li>• Weight and volume</li> </ul>	The system copies this data from the material master record.
Origin	<ul style="list-style-type: none"> <li>• The goods' country of origin</li> <li>• The good's country and region of destination</li> </ul>	<p>The system copies the country of origin from the purchasing info record as a default value.</p> <p>It copies the country and region of destination from the ordering plant.</p>
Transaction	<ul style="list-style-type: none"> <li>• Import procedure The procedure by which the goods being imported are declared to customs. This is copied from the purchasing info record.</li> <li>• Transaction type The classification of the type of transaction contract</li> <li>• Incoterms</li> </ul>	With the appropriate settings in Customizing, the system determines the transaction type automatically based on criteria like the importing country or the item category. The system then copies the data to the purchase order.
Value	<ul style="list-style-type: none"> <li>• Statistical value The untaxed value of the goods, including transportation and insurance costs that arise in the importer's country</li> </ul>	The system calculates the statistical values in pricing in the purchase orders.
Other customs data	<ul style="list-style-type: none"> <li>• Customs quota</li> <li>• CAS number</li> <li>• Manufacturer number</li> <li>• Anti-dumping code</li> <li>• Preference rates</li> </ul>	The system uses this data to calculate import duties to be levied.



## Maintenance of FT Data in Purchasing Documents

### Use

This function describes the maintenance of foreign trade data required for importing merchandise in purchase orders and shipping notifications (inbound deliveries).


### Activities



To change or display a purchase order from the SAP standard menu, choose *Logistics* → *Materials Management* → *Purchasing* → *Purchase Order* → *Change* or *Display*.

To change or display an inbound delivery (advanced shipping notification) from the SAP standard menu, choose *Logistics* → *Materials Management* → *Purchasing* → *Purchase Order* → *Inbound Delivery* → *Change* or *Display*.



To change or display a goods receipt from the SAP standard menu, choose *Logistics* → *Materials Management* → *Inventory Management* → *Material Document* → *Change* or *Display*.

You can retrieve and check a list of existing purchase orders for completeness from the *Import* section of the [Operative Cockpit \[Page 27\]](#). For this procedure, see [Scenario - Daily Import Operations \[Ext.\]](#).

To check a single purchase order for completeness choose the *Individual Maintenance* tab in the [General Foreign Trade Processing Cockpit \[Page 27\]](#). From this cockpit, in the *Item Overview* section of a purchase order, you can simulate an import to check and maintain foreign trade data completeness by choosing  *Import Simulation*.

To maintain data in	Menu path in document	You should know
The purchase order header	In the purchase order header, choose the <i>Address</i> and <i>Import</i> tabs	You can display all foreign trade data in the purchase order header easily from the <a href="#">General Foreign Trade Processing Cockpit [Page 27]</a> under <i>Individual Maintenance</i> . To display the <b>incompletion log</b> for FT data in the header, choose  <i>Log of Incomplete Items</i> .
A purchase order item	In the purchase order, select the item in the <i>Item Overview</i> section. In the <i>Item</i> section at the bottom of the screen, choose the <i>Quantities/Weights, Delivery, Delivery address</i> and <i>Import</i> tabs	You can display a log of all incomplete FT data in the purchase order item easily from the <a href="#">General Foreign Trade Processing Cockpit [Page 27]</a> by choosing  <i>Log of Incomplete Items</i> .

## Maintenance of FT Data in Purchasing Documents

The inbound delivery (shipping notification) header	In the inbound delivery, choose <i>Goto</i> → <i>Header</i> → <i>Foreign Trade / Customs</i>	To check whether the foreign trade data in the header is complete, choose  <i>Incompleteness analysis</i> .
An inbound delivery item	In the inbound delivery, select an item and choose <i>Goto</i> → <i>Item</i> → <i>Foreign Trade / Customs</i>	Choose  <i>Incompleteness analysis</i> to determine whether all foreign trade data is complete in an inbound delivery item.

## General Foreign Trade Processing Cockpit



### Use

The *General Foreign Trade Processing Cockpit* has several functions that enable you to monitor and update foreign trade data in export and import documents, system master records and settings in the Implementation Guide.

To go to the *General Foreign Trade Processing Cockpit* from the SAP main menu, choose *Logistics → Sales and Distribution (or Materials Management) → Foreign Trade/Customs → General Foreign Trade Processing → Cockpit -General Foreign Trade Processing*.

### Completion Checks – The Basis of the Foreign Trade Cockpit

For most activities in the *General Foreign Trade Processing Cockpit*, the system can generate incompleteness worklists that display the status of each document or record individually using a green, yellow or red traffic signal. The incompleteness worklists display all documents or records responding to the selection criteria and indicate whether foreign trade data is complete (green signal) in the selected documents.

From these worklists, you can directly access documents that need to be changed and enter the necessary data. You can also activate incompleteness worklists to display only records that need to be processed.

### Features

#### The Initial Screen – General Foreign Trade Processing

There are six sections on the initial screen of the cockpit:

Section	Function
Operative Cockpit	Daily worklist for FT data in documents
Strategic Cockpit	Journal and evaluations
Individual Maintenance	Check of individual import/export documents
Controlling	Master record display and maintenance
Master data	Maintenance links
Environment	Important IMG links

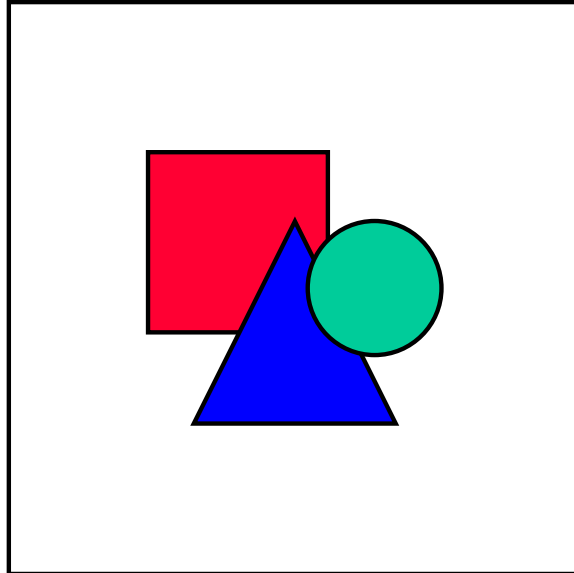
On the initial screen, there is an additional area that you can fill with a picture or text. You can include the standard picture or a text in this screen by choosing *Environment → Maintain user data* from the initial screen. The standard picture is SD\_FT\_PRO\_START. You can create a standard text for display in this section by choosing *Tools → Form print → SAPscript → Standard text* from the SAP standard menu.

## General Foreign Trade Processing Cockpit

### Operative Cockpit

You use the *Operative Cockpit* to view and update documents on a regular basis. For example, you use it to perform tasks that are included in your **daily workload**.

With this task, you can select import documents (purchase orders and goods receipts) and export documents (deliveries and invoices). You use variants to limit the documents selected.



Since the *Operative Cockpit* is intended for use as a "working tool", you should generally design variants to select documents for a short time period only.



For example, using the *Operative Cockpit*, you can display and modify the **actual** export or import documents that have entered the system today.

You can also use the *Operative Cockpit* to display your workload by generating a list of documents for exports that are **planned** during the upcoming week. You can then make any necessary changes to complete the foreign trade information in the documents associated with those exports in advance.

### Strategic Cockpit

The *Strategic Cockpit* provides **Journal** tasks that you can use to list activities that have already taken place, for example, on a weekly, monthly, quarterly or annual basis. It provides access to import and export data to create periodic activity statements.

An important feature of the *Strategic Cockpit* is the effective use of the general list viewer. With the general list viewer, you can **display and sort** foreign trade activities, for example, according to

- Vendors
- Customs procedures (for example, inward or outward processing)
- Value of imports or exports
- Bonded warehouses

See also:

[Using the Foreign Trade Import/Export Journals \[Ext.\]](#)

### Individual Maintenance

The *Individual Maintenance* tab enables you to view and maintain individual import and export documents. For example, a user with a list of delivery numbers could enter them individually to check the foreign trade data for completeness and accuracy. These tasks also include an extensive search function.

### Controlling (of master data)

With the *Controlling* tasks, you can monitor whether foreign trade data is complete in master records and generate a list of records with missing data. See [Foreign Trade Data Check in Master Records \[Page 11\]](#).

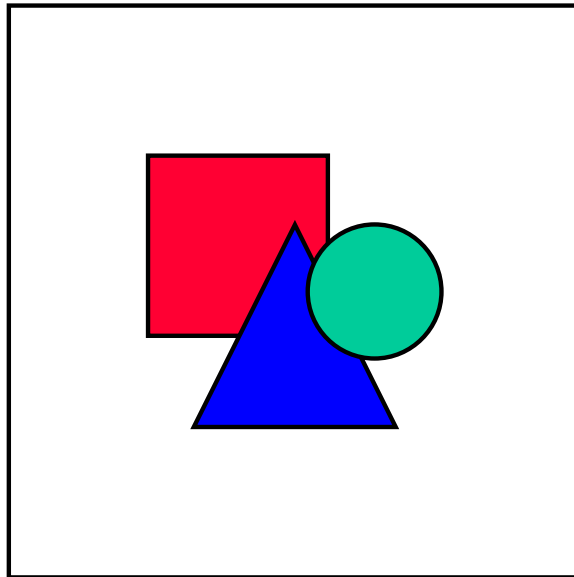
You can also maintain foreign trade data in these records using the normal system menus. See [Foreign Trade Data in Master Records \[Page 7\]](#).

### Master data (maintenance)

You can use tasks in the *Master data* section as a link to check or modify a single master record, for example, to see whether the foreign trade data has been maintained for a particular material.

### Environment (IMG links)

Tasks in the *Environment* section are linked to the Implementation Guide (IMG). They allow you to make direct changes in the corresponding IMG tables.



The tables in this section do not include all the tables you need to set up the system for using *Foreign Trade* but rather includes tables that need to be modified on a relatively frequent basis.

## Integration

This function is integrated with SD and MM for the maintenance of import and export documents.

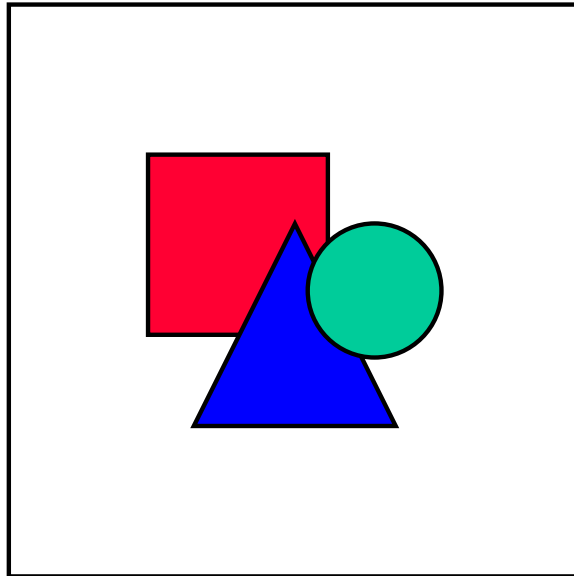
## General Foreign Trade Processing Cockpit

### Prerequisites

Before this function can display the incompleteness lists properly, you need to set up the corresponding tables in *Customizing*.

To define the incompleteness procedures that you want to use at the header or item level, choose *Sales and Distribution* → *Foreign Trade/Customs* → *Control Foreign Trade Data in MM and SD Documents* → *Incompleteness Schemas for Foreign Trade Data*.

To assign the relevant incompleteness procedure to the import and export country, choose *Sales and Distribution* → *Foreign Trade/Customs* → *Control Foreign Trade Data in MM and SD Documents* → *Foreign Trade Data in MM and SD Documents*. This is also the table where you set the flag "Save Incompletion Log".



**Important:** You need to set the flag "Save Incompletion Log" in Table V\_T609S (Foreign Trade Data: Control System Response). This is the function that analyzes the completeness of entries in table EIUV. When you set this flag, the system records the incomplete documents in table EIUV based on the fields selected in the incompleteness procedure.

If you select documents that were created **before** activating the incompleteness task or if you have changed the incompleteness configuration for foreign trade data in the customizing tables, it is possible that documents that are "complete" are indicated as "incomplete" in the incompleteness worklist. In this case, you need to run the **reorganization tasks** by using the transaction codes created for this purpose. Afterwards, the entries in the lists and in the documents will be identical.

## Data Maintenance/Selection

You maintain data in the Operative Cockpit, Strategic Cockpit and Monitoring sections using the same procedure:

### Display of Variants

When you make an entry in the *Variant* field and choose *Execute* to the right of that field, the program is executed with that variant.

### Choosing Existing Variants

You can display a list of existing variants by clicking the mouse on the right side of the *Variant* field.

### Defining Your Own Variants

The *Variant* field must be empty for this function. To enter the criteria selection screen, choose *Execute* to the right of the field. You can enter criteria for your own variant on this screen.

### Saving Your Own Variant

From the variant criteria selection screen, choose *Goto* → *Variants* → *Save as variant* from the menu bar.

### Refresh

Make an entry in the *Variant* field and choose *Refresh*. The system executes the program in the background.

The traffic signal to the right serves as a status indicator. It indicates whether the foreign trade data for the current documents are complete.

- Red light: Indicates that the Foreign Trade data is incomplete
- Green light: Indicates that the Foreign Trade data is complete and that it is possible to further process the documents

## Foreign Trade Data Service Cockpit

## Foreign Trade Data Service Cockpit

### Use

This group of functions pertains to the import, use and distribution of foreign trade customs data required for performing transactions in the *Foreign Trade/Customs* application component.

To go to the *Foreign Trade Data Service Cockpit* from the main SAP menu, choose *Logistics* → *Sales and Distribution (or Materials Management)* → *Foreign Trade / Customs* → *Data Service* → *Cockpit - Data Service*.

### Features

There are five sections on the initial screen for Foreign Trade Data Service:

#### Functions on the Initial Screen

Section	Function
Service Functions	Import, selection and distribution of customs data objects
IDoc	List, display, search and statistics functions for IDocs
Price determination	Maintenance of pricing conditions
Settings	Customizing wizards for configuring your system to upload and distribute customs data objects
Customs objects	Link to the <i>Customs Objects Cockpit</i>

From the *Customs objects* section, you can link to the *Customs Objects Cockpit* which contains the following three sections:

IDoc Description	View IDocs and IDoc segments of foreign trade data objects in your system.
Information	Search and display of commodity codes and import code numbers
Simulation	Determination of duties and documentation for imports

On the initial screen of the *Foreign Trade Data Service Cockpit*, there is an additional area that you can fill with a picture or text. You can include the standard picture or a text in this screen by choosing *Environment* → *Maintain user data* from the initial screen. The standard picture is SD\_FT\_SRV\_START. You can create a standard text for display in this section by choosing *Tools* → *Form print* → *SAPscript* → *Standard text* from the SAP standard menu.

### Service Functions

In this section you can upload foreign trade data into your system for use in Foreign Trade/Customs (FT) transactions. These functions support the distribution (inward and outward) and selection of foreign trade data objects such as commodity codes and import code numbers, customs offices, procedures, customs duty rates, modes of transport, CAS numbers, and so on.

### IDoc

The *IDoc* section provides search functions that enable you to display intermediate documents (IDocs) in your system from several different viewpoints.



## Price Determination

Before you carry out the import simulation in the next section, you need to maintain the corresponding condition records for Foreign Trade. The tasks in this section provides you with all the necessary condition types for pricing.

Here you can maintain the following condition types for customs duties:

- Customs quotas
- Customs ceilings
- Customs exemptions
- Pharmaceutical products
- Preferential duty rates
- Third country duty rates
- Anti-dumping information

Here you can maintain pricing conditions to include

- Gross price
- Surcharges and discounts
- Shipping costs
- Insurance costs

## Settings

This section contains two customizing wizards that provide step-by-step instructions to configure your system for the service functions (upload and distribution of foreign trade data objects).

## IDoc Description

This section enables you to view the details of Foreign Trade/Customs IDoc object types in your system. These include:

- FTDABA01 Foreign Trade Basic Data
- FTDACU01 Customs Data
- COND\_A01 Interchange of conditions: Master data for price determination

## Information

This section provides you with easy-to-use search functions to display existing commodity codes and import code numbers already in the system when assessing tariffs. You can use selection criteria, such as chapter numbers, special measures, text and so on, to search for these codes.

### See also:

[Displaying Commodity Codes and Import Code Numbers \[Page 44\]](#)

[Loading of Commodity Codes and Import Code Numbers \[Page 40\]](#)

[Comparison of Commodity Code Numbers \[Page 43\]](#)

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**Foreign Trade Data Service Cockpit****Simulation**

In this section, you can simulate the import of a product. The system determines the incurred customs duties, papers and preference situation. Here, the system calculates the duty and lists the documentation you need to import a material.

**See also:**

[Import Simulation \[Ext.\]](#)

## Universal Foreign Trade Upload

### Use

The capability to use up-to-date customs data when you carry out foreign trade activities is imperative for accuracy and for compliance with current legal regulations. The *Universal Foreign Trade Upload* function makes it possible for you to load data into your system for use in various aspects of foreign trade processing. This function supports the transfer (inward and outward) of the following foreign trade data:

- Basic foreign trade data (customs offices, procedures, commodity codes, mode of transport, Chemical Abstract Service (CAS) numbers, etc.)
- Import/Customs data
- Customs duty rates

### Access to Upload and Transfer Functions

You can access these functions from the *Foreign Trade Data Service Cockpit* [Page 32]. To go to the *Data Service Cockpit* from the SAP standard menu, choose *Logistics → Materials Management (or Sales and Distribution) → Foreign Trade/Customs → Data Service → Cockpit - Customs Data*. These functions are located in the *Service Functions* section.

### Prerequisites

Data is transmitted and received as a file in IDoc format based on the interface description. Any additional information that you may need can be made available to you by a certified data provider. **Configuration wizards** in the *Data Service Cockpit* provide step-by-step instructions to configure your system to enable you to upload and distribute foreign trade data.

### Features

With these functions, you can

- Upload foreign trade data provided by external data providers
- Display detailed information about each object
- Select objects in a worklist that you want to be included in your own foreign trade database
- Delete objects from the worklist
- Simulate the posting of data objects to the database and analyze inconsistencies before the actual save is performed
- Use specific selection criteria to select objects for addition to your database
- Distribute selected customs objects from your own system to systems within your own company or to an external system (for example, in a subsidiary or partner company)

## Uploading Foreign Trade Objects

# Uploading Foreign Trade Objects

## Use

This procedure describes how to select intermediate documents (IDocs) containing updated foreign trade data that you have received into your system and then save or "upload" this data to the corresponding data tables for use when you perform Foreign Trade transactions.

The primary activity in this procedure involves sorting the data you want to use and then saving it in your data tables for later use. You can perform this task manually or as a batch process in the background. The manual procedure is described below.

## Prerequisites



To receive the IDocs into your system, you first need to perform several steps in Customizing:

1. Define a port to receive the data from an external provider.
2. Define a logical system that will be used to supply the data to you.
3. Define a partner profile for the entry of the data to the logical system.
4. Define a mail recipient (if you want to receive a mail notification in your inbox for each new IDoc).

A **Customizing Wizard** is available in the [Data Service Cockpit \[Page 32\]](#) that provides step-by-step instructions to carry out each of these configuration activities.

## Procedure

If you have defined a mail recipient (see step 4 above), the system will notify you when data is available in your system for selection. You can also use this task at any time to select the objects manually.


1. From the *Data Service Cockpit*, choose  *Import customs objects* in the *Service Functions* section.
2. Enter the appropriate information in the selection criteria screen and choose .

The system displays a user interface that enables you to execute all tasks pertaining to an upload of customs data. The screen is divided into three sections:

- **Worklist**

The worklist contains all data found based on the selection criteria.

- **Objects to be posted**



All objects in this window on the right half of the screen will be copied into the corresponding data tables when you choose .

- **Additional information**

When you double-click any object in either window, the system displays detailed information in this section at the bottom of the screen.

3. **Drag and Drop:** To move data from the left worklist window into the posting window on the right, select an object with the left mouse button and drag it to the right.

### Uploading Foreign Trade Objects

4. **Delete:** To delete objects **permanently** from the **worklist**, select the object to be deleted and choose .
5. To copy objects to be posted from the right window into the corresponding system tables, choose .

## Other Features

### Simulation

Using this function, you can analyze inconsistencies in the customs objects that might occur before you post them to the database.

### Display of Detailed Information

When you display detailed information, features are available that enable you to sort data, search for specific information and tailor the display to match your requirements.

## Foreign Trade Customs Object Distribution

## Foreign Trade Customs Object Distribution

### Use

This task enables you to transfer foreign trade data objects from your database to another system. Currently these objects include the following:

#### Distribution Objects

Basic Data	Customs Data
Customs Office	Quota Code (and determination)
Mode of Transport	Quota Number Determination
Procedure	Ceiling Number Determination
Commodity Code	Pharmaceutical Product Code (and determination)
Section	Pharmaceutical Product Code
Section/Chapter	Anti-dumping Code (and determination)
PRODCOM Number	Import Preference Code
CAS Number	Country Group (and assignment)
Mode of Transport / Customs Office	Preference Type
Business Transaction Type / Procedure	Verification Document Type
	Preliminary Document Type
	Type of Goods Identity Seal
	Package Type
	Means of Transport

The system sends the data objects you select in intermediate document (IDoc) format to the system(s) defined in an ALE distribution scenario.

### Prerequisites




To transfer foreign trade customs data from a central customs master data system to one or several customs processing system(s), you must first configure your system as follows:

1. Set up your system landscape in an ALE distribution model based on the foreign trade distribution template.
2. Generate a partner profile based on the distribution template.
3. Distribute the ALE distribution model to all systems to which you plan to send foreign trade customs data.
4. Maintain the partner profiles in the receiving systems.

A **Customizing Wizard** is available in the *Data Service Cockpit* that provides step-by-step instructions to set up the distribution scenario.

## Foreign Trade Customs Object Distribution

**Procedure**

1. From the [Foreign Trade Data Service Cockpit \[Page 32\]](#), choose  *Distribute cust. objects*.
2. Enter the country, language key and select at least one object from the *Basic data* or *Customs data* tab as a minimum.
3. To save the selection criteria you have entered as a variant, choose  *Save as variant*.
4. To process the data selected, choose  *Execute*.

If you selected the field *Process (Dialog entry)*, the system distributes the data based on the distribution scenario and displays a log that informs you of the

- Date, time and user who performed the distribution task
- IDocs created, the logical message type and the receiving system
- Any errors that occurred



If you selected *Simulation*, the system simulates the distribution of data and displays a log that you can use to analyze inconsistencies that might occur before you distribute the data to other systems.

## Loading of Commodity Codes and Import Code Numbers

# Loading of Commodity Codes and Import Code Numbers

## Use

This function copies [commodity codes \[Ext.\]](#) into the SAP System from external files available from the customs authorities. It saves you the time required to manually enter these codes in the system.

## Integration

Once they have been loaded into the SAP System, the codes and their descriptions can be used throughout the system. For example, you can match them with materials in material master records and print them in foreign trade documents.

The system stores goods numbers and their descriptions in tables T604 and T604T (Foreign Trade: Commodity Code / Import Code Numbers).

## Prerequisites

Before the function can transfer the codes into R/3, you need to:

- Make sure that the file containing the codes and their descriptions is in ASCII format
- Know the structure of the file from which the system will copy the codes – which columns the codes, the text descriptions and the units of measure (if available) occupy.

## Features

You do not have to load all codes into your system. If you want, you can load only the chapters relevant to your business.

You can overwrite all of the system's existing codes or add only the new codes.



For example, suppose the system contains the codes 100 and 101 and the set of codes you want to load contains codes 100, 101, and 102. You can do one of the following:

- Load only the new code, 102, and ignore codes 100 and 101
- Load the new code and overwrite the existing information for codes 100 and 101

### See also:

[Loading Commodity Codes and Import Code Numbers \[Page 41\]](#)



## Loading Commodity Codes and Import Code Numbers

### Use

This procedure describes how to load an external file containing commodity codes or import code numbers for use in your system.

### Prerequisites

- The external file must be in ASCII format
- You need to know the structure of the file – which columns (positions) the codes, the text descriptions and the units of measure occupy.

### Procedure

1. From the SAP standard menu, choose *Logistics* → *Materials Management* (or *Sales and Distribution*) → *Foreign Trade/Customs* → *Service* → *Load/Comparison* → the appropriate region *European Union, Asia - Japan* or *Country-independent* → *Load commodity codes* or *Load import code numbers*.
2. Enter the selection criteria and the file specifications.  
Entries in the following fields are mandatory:
  - Country key
  - File name
  - Drive
  - Subdirectory
  - Initial position goods number
  - Final position goods number
  - Initial position goods text
  - Final position goods text

See the field help (F1) for detailed information about each of the fields in this procedure.



You can determine the actual positions of the columns for the data record structure entries by opening the ASCII file and counting the spaces used for the digits and the text characters. For this you need to identify the beginning and end positions of the codes, their texts and units of measure (when applicable) and enter them in the corresponding fields.



For example, for a commodity code file with the contents "12345678 Sample text" (with no unit of measure), you should make the following entries in the data record structure section:

#### Data Record Structure

**Loading Commodity Codes and Import Code Numbers**

Field	Entry
Initial pos. goods no.	1
Final pos. goods no.	8
Initial pos. goods text	10
Final pos. goods text	21

If there is no unit of measure (optional entry), the last position for the goods text can be a number that is much greater than the actual final position for the goods text (for example, 200).

3. If you want to use this set of codes as the basis for maintaining the codes in the system, select *Carry out preparations* and enter an identification code in the *Key for upload* field. You will need this key to access this set of codes during maintenance.
4. If you are installing codes from floppy disks or several files
  - For the first disk or file, select *First data carrier*
  - For additional disks or files, select *Further data carriers*
5. Execute the function.

**Results**

The system uploads the file contents to the SAP System.

**Potential Errors**

When you execute this report, the system issues an error message if

- The values for the beginning and end positions overlap
- You enter an incorrect length for a commodity code or import code number
- The length for the codes has not been maintained for the country you enter on the selection screen.

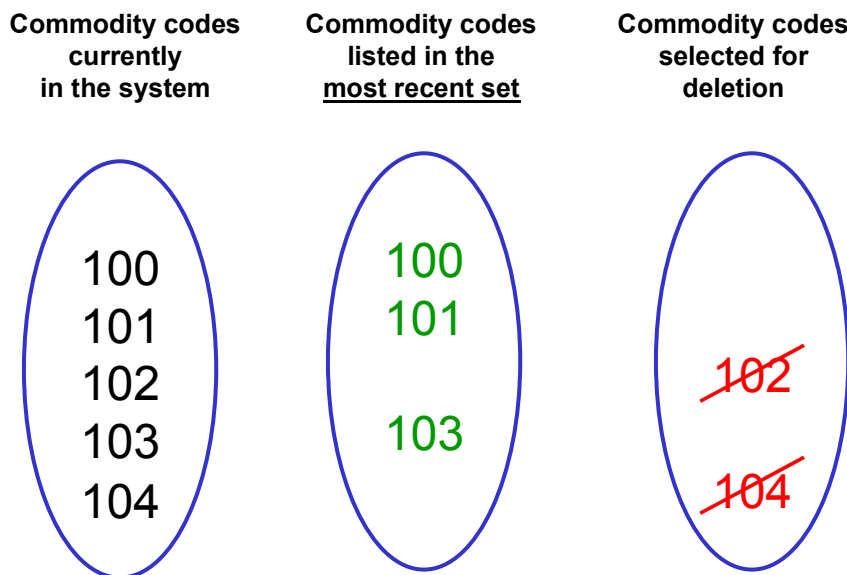
You assign commodity code and import code lengths for each country in Table T609S in Customizing (see *Sales and Distribution* → *Foreign Trade/Customs* → *Basic Data for Foreign Trade* → *Length of Commodity Code/Import Code Number*).

## Comparison of Commodity Code Numbers

### Use

This function allows you to maintain the lists of commodity codes (for example, US Schedule B codes) and import code numbers (for example, Harmonized Tariff Schedule codes) in the system.

Periodically, some codes become obsolete with the customs authorities. This function identifies obsolete codes by comparing codes currently in the system with the set of codes designated by a keyword you enter. (See the graphic below.) This designated set of codes could be, for example, the most recent set of commodity codes you received from the customs authorities and loaded into R/3. From the comparison, the system creates a list of the codes that are not in the designated set. You then have the option of deleting the listed codes.



### Prerequisites

To use this function, you must know the keyword assigned to the set of codes on which you want to base the comparison. (When you load a set of commodity codes or import code numbers, you can print the key you assigned to the set and keep it on file.) The system uses that keyword to retrieve the set of codes from its database.

### Activities

To access this function from the SAP standard menu, choose *Logistics* → *Materials Management* (or *Sales and Distribution*) → *Foreign Trade/Customs* → *Service* → *Load/Comparison* → the appropriate region *European Union*, *Asia - Japan* or *Country-independent* → *Compare commodity codes* or *Compare import code numbers*.

---

**Displaying Commodity Codes and Import Code Numbers**

## Displaying Commodity Codes and Import Code Numbers

### Use

This function displays descriptions of commodity codes and import code numbers that meet your selection criteria.


### Prerequisites

The codes must be loaded into the system before you can search for them. For more about loading codes, see [Loading of Commodity Codes and Import Code Numbers \[Page 40\]](#)

The resulting list of codes is grouped by chapter and section. To display the chapter and section titles in the list, maintain the following tables in Customizing for *Sales and Distribution* → *Foreign Trade*:

- *Basic Data for Foreign Trade* → *Sections with regard to customs law*
- *Basic Data for Foreign Trade* → *Assign chapters to a section*

### Activities

To display commodity codes or import code numbers, choose *Description/Information* in the *Customs objects* section of the [Data Service Cockpit \[Page 32\]](#). On the next screen, choose  to the right of the appropriate field in the *Information* section.