

Putting New Accounts On Opera

Generally the below applies, to find the next available account number use Intrastats.



→ Find next available account number

7000's = **EXPORT** need **O & I** account **I** first
8000's = **AMBULANCE**
9000's = **SUPPLIER** need **O** account only
20,000's = **AUTOMOTIVE** need **O & I** account
000124 = **PRIVATE CUSTOMER** need **O & I** account

ADD – set up the **I** account then **O** account

Acc Code = I
Cust Prof = UK, EU, USS
Proceed = YES
Fill in address details

TERMS

Profile Code = UK, EU, EX
= OK

ANALYSIS

Region = UK, UKA (UK Automotive) **ECX** (Europe), **EX** (Outside Europe)
Territory = Country
Cust Type = Automotive, Distributor, Company etc
Analysis = Country
= OK

DELIVERY

Despatch Method = CPT (UK & Export no INS), **CIP** (Export with INS),
EXW (Own Courier or Pick Up)
Order Priority = 3, Print Order Ack. tick box
= OK

VAT

Fill in VAT number, everyone in EU, if no VAT number then they will be charged.

REPEAT THE ABOVE FOR O ACCOUNT