

Management Overview

If your organization trades internationally by selling to, purchasing from or manufacturing in countries with different languages, trading documentation is a HUGE issue in terms of time and treasure to the point it may rule out otherwise outstanding opportunities from consideration.

You have a system, that system works, but is in your language only. FormTrap provides the tools to trade in most of the world's languages, for example to produce an Invoice in many languages, from your current system.

If your computer operations are more sophisticated, your system may even go as far as translating some of the literals and holding product descriptions and other party details in more than one language (but will rarely go as far as unit of measure, payment terms, conventions for currency, dates and numbers). Setups for automated translation systems tie you in, to that system, **for ever**.

FormTrap is designed to do ALL of the above, for a language-specific system, to most of the world's languages. FormTrap does this, **application agnostically**. You can recover ALL of your FormTrap investment and move to a new operating system, version or even vendor with minimum impact. All you do is refresh where the (say, Invoice) data fields come from, all of the literals, conventions and formatting is untouched. FormTrap uses any of XML files, text reports, existing files for other document formatting systems, spread sheets, PDF conversions – virtually anything as the input data file.

You will need to invest, one time only per country, in providing translations for literals, product names and other party names in their language. Once that is done, you can trade with that country, presenting even better quality document than they would get from a local supplier, while you have an additional copy in your language to file, along with the foreign language copy.

FormTrap has been resolving these issues for 25 years and is VERY good at it. Banks, Insurance, Importers, Manufacturers, Distributors and Wealth Creation customers will tell you how FormTrap facilitates their businesses. We have watched and seen organization take on the world and with our 2018 version, have truly internationalized what we do to effectively, reliably and permanently resolve this most complex issue for mobile, outward-looking organizations to do very much better.

Provided you have a good quality document for the target county – from any other of their local suppliers as a model - you can be up and running in less that a week with your existing product descriptions, and convert descriptions to their language as they come up as an ongoing process as your sales expand.

FormTrap has literal collections for many languages available to get you up and going quickly.

See the PowerPoint below please:

www.formtrap.com/promotions/powerpoints/Multi-National-Invoices.ppsx

What Needs to do be done to Operate in a New Country

The one caveat is that Asian fonts and European fonts are very different, have different purposes (Asian fonts are generally lighter stoke weights to show the fine variations in different characters) and often omit character shapes for the other. As a "light weight" recommendation, maybe two forms are involved if you are trading to Western, particularly EU countries as well as to Asian "double-byte" countries.

Some questions to help define what needs to be done:

Are literals to be printed in more than one language - for some countries (Canada – English-French) this is mandatory, for others accepted practice (Malaysia – English-Literal / *Bahasa-Literal in italics*). If you have (for example) German or Spanish as your base language, you will need two sets of literals for Canada, plus your “own language” document.

A full translation list is required for the other language – we can help and are building collections for Countries/Applications, ask or visit the Customer area of the www.formtrap.com web site.

Is support for Asian (double-byte) as well as European languages required – check the **font** includes all required characters or set up with different fonts (**Sim Sum** font for China, for example). You can use the FTForm Plus **Tools, Font Replace** function to do this in around as long as it takes to read this paragraph - seconds - see [here](#) for the manual page.

Will invoices be in a consistent currency – most international invoices are in one of the world’s reserve currencies (US Dollar, Euro, GB Pound) and are normally consistent from one supplier, world-wide.

Subsidiaries, on the other hand, will likely invoice in local currency, per country.

FormTrap will do BOTH, simply.

Is there a consistently-located County in the data, in either the header or trailer area. This is a highly recommended, otherwise you will need to submit documents for each different country to separate FormTrap queues. If you have Country or Country Code in the data, just submit to the common form.

Are there other conventions for the destination country – Malaysia and Singapore use an aligned colon prior to the start of data as part of their standard documents, per this section from a FormTrap Insurance document for Malaysia:

Risk Number / <i>Nombor Risiko</i>	: 1
Type of Risk / <i>Jenis Risiko</i>	: STS SmartTraveller
Name of Member / <i>Nama Ahli yang Insured</i> <i>Diinsuranskan</i>	: LOH CHIN SENG
Date of Birth / <i>Tarokh Lahir</i>	: 18 Jan 1985
New NRIC No. / <i>No. KP Baru</i>	: 850118-08-5507
Beneficiary / <i>Waris</i>	: LOH WOON KENG

This likely means a new form, just for countries with this convention.

Are there elements that are NOT translated in the data where typically not translated items include **Unit of Measure** (we have Chinese lookups for some), **Payment Terms** and **Product Description**. This last one we

Translations and conventions for Dates, Quantities and Amounts, Literals and Codes, including Product Names



recommend doing as they occur, the 80/20 rule is normally 95/5 for initial overseas sales, so do this only as and when required, the field defaults to your system description if a lookup is missing.

Is your overseas party identified in their language – likely not. If you are venturing into Asian markets for the first time, you can put into Lookups the Chinese equivalent of your trading partner's name, address and email address in Chinese. Delay shifting systems to cater for Asian trading partners until the business is settled and the conversion is worthwhile.

How to Set-up (say) an Invoice for European and Eastern Europe

European countries have differences in their standard formats for Dates, Quantities and Values, although almost universally, trading will be in Euros (€).

These are ISO variations for German, Dutch, French and Italian Dates, Unit price and Values:

Language/ Country	Preis Price	Gesamtpreis Extended Price
de_DE	2.255,2426	22.552,43 €

23.10.2018

Language/ Country	Prijs Price	NL-Extended Price Extended Price
nl_NL	2.255,2426	€ 22.552,43

23 okt. 2018

Language/ Country	Prix Price	Tarif étendu Extended Price
fr_FR	2 255,2426	22 552,43 €

23 oct. 2018

Language/ Country	Prezzo Price	Prezzo Totale Extended Price
it_IT	2.255,2426	22.552,43 €

23 ott 2018

Begin by nominating the field that contains Language-Country and if required, get this from a Lookup entry using either country name or language code. This is (part of) master **Formula** and the **Lookup entry** where the **fCountryCode** is FR:

Translations and conventions for Dates, Quantities and Amounts, Literals and Codes, including Product Names



Language-Country

Concatenate and substitute fields

Formula

Name: Language-Country

Concatenate (use square brackets to denote fields):

[master/fCountryCode]-language-country

Substitution: Substitute from lookup table

Lookup table editor

Name	Value
fr-item number	Code article
fr-language-country	fr_FR
fr-line charges	Frais de ligne

Dates, Unit Price and Value are controlled using the **Default** button of **Formatting** as below.

This shows selection of default **Date, Medium** version and **Currency, Standard** for countries using their own currency.

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Type: Medium

Format

Formatting defaults

Locale

From field: Language-Country

From list: System Default

Date style: Medium (Nov 27, 2018)

Currency style: Medium (Nov 27, 2018)

\$1.00

Formatting defaults

Locale

From field: Language-Country

From list: System Default

Date style: Medium (Dec 3, 2018)

Currency style: Standard \$1.00, -\$1.00

This one field will produce the correct conventions for all of the Euro countries, however when the Czech Republic country code is used, we get this instead for Currency, where the code for Czech currency is used in place of the € symbol:

Language/ Country	Cena Price	Celková cena Extended Price
cz_CZ	2,255.2426	CZK 22,552.43
Oct 23, 2018		

To invoice in Euros for Czech Republic (or other non-Euro countries), generate an object with **space €** following the amount, with amount defined as a Number with the Czech, Thousand and Decimal separators. Both are shown to the right.

Celková cena Extended Price
CZK 10,000.00
10,000.00 €

Translations and conventions for Dates, Quantities and Amounts, Literals and Codes, including Product Names



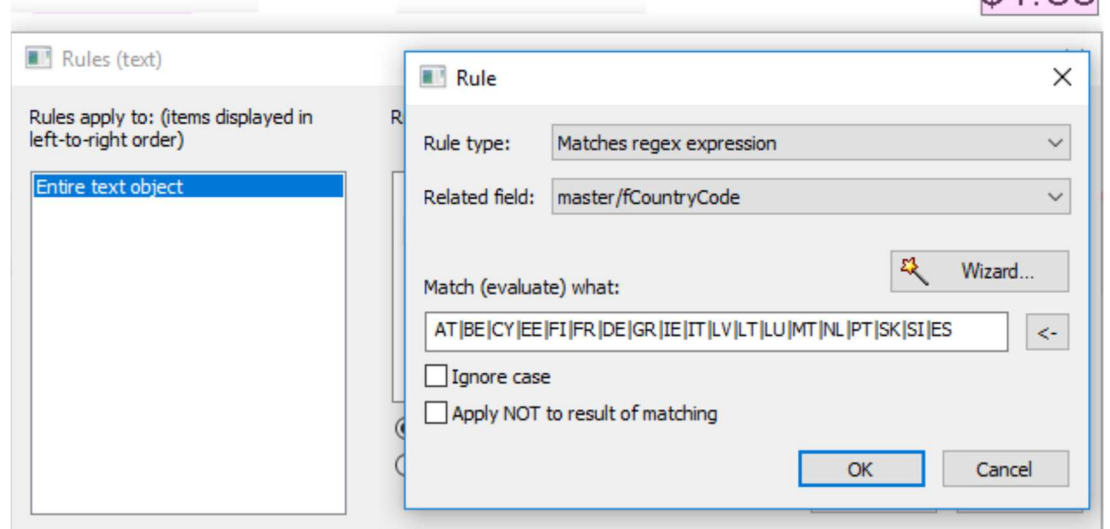
\$1.00

Now set rules on BOTH so one or the other prints, based on country code, and overlap the two fields, right aligned.

These are the rules for a € country ...

AT Austria, BE Belgium, CY Cyprus, EE Estonia, FI Finland, FR France, DE Germany, GR Greece, IE Ireland, IT Italy,

LV Latvia, LT Lithuania, LU Luxembourg, MT Malta, NL Netherlands, PT Portugal, SK Slovakia, SI Slovenia, ES Spain

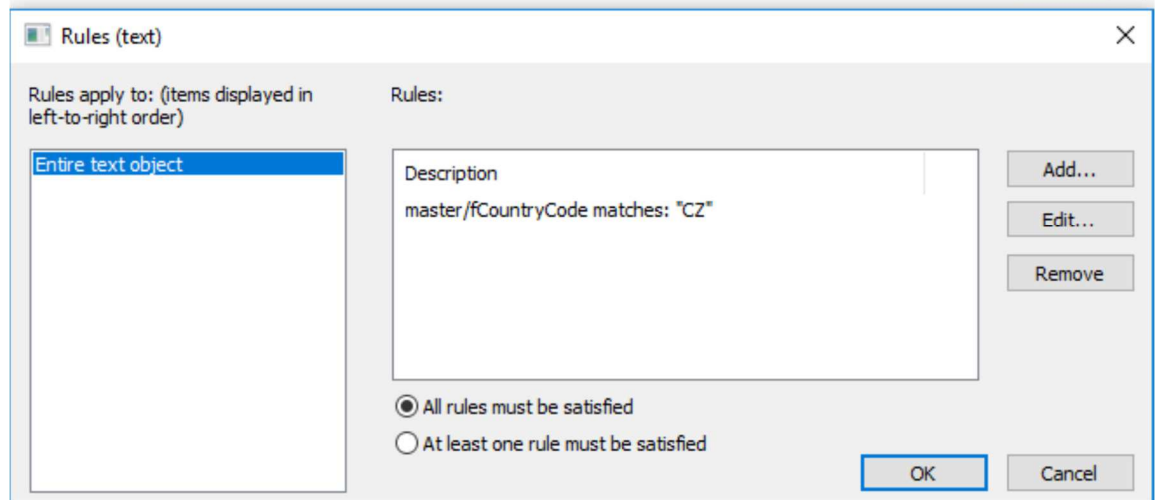


1.00 €

This is the rule for CZ Czech Republic.

The same pattern applies for sales to the UK in Euro.

Thousand separator is a comma, decimal is a full stop.



Set-up for Asian Languages

Asian languages Chinese, Japanese and Korean generally require light stroke weight fonts that easily show the fine strokes in the character set, with Sim Sun font being a common selection.

Translations and conventions for Dates, Quantities and Amounts, Literals and Codes, including Product Names



This is the same literal set, including Medium date using standard defaults for an amount in renminbi (Chinese yuan), in Sim Sun font:

Language/ Country	单价 Price	金额 Extended Price
zh_Hans-CN	1.6667	¥16.67

2018年10月23日

Fonts are generally NOT universal

Warning, one font may not show the full Western set of characters as well as the full Chinese set of characters. Check Greek vs Chinese characters in the font you intend using as a test.