Emergency procedure inward processing, import and customs warehouse (Germany)

This section describes the emergency procedure for inward processing, import and customs warehouse (Germany).

It may be necessary to apply the emergency procedure in the event that there are communication problems with ATLAS or ATLAS is unable to process the sent data. The requirement for using the emergency procedure is that ATLAS is informed and has issued a masterticket number. The following applies:

- Communications outage with ATLAS

  DAKOSY clarifies the circumstances regarding the failure with ATLAS and communicates the master ticket number to the customers.
- Outage of the customer system

  Contact ATLAS and request a master ticket number.

⚠️ **Important:** Please agree on your course of conduct with the competent customs office.

In the emergency procedure, the participant may submit two copies of simplified customs declarations. One of the following documents may be submitted:

- Form for the single administrative document (single administrative document), for example 0777 or 0737 (incomplete)
- Commercial paper, for example, invoice, delivery note or packing lists
- Print out of the customs declaration

The customs office keeps a drop-down list ZB (AL-ZB) in which it enters the simplified customs declarations, stating a consecutive number (drop-down list number).

Instructions for printing the customs declaration can be found in the section *Print/fax/mail document* on page 1. In the area **Forms**, select the entry **Import Declaration (DE)**.

The customs office transfers the goods to the customs procedure requested with the simplified customs declaration. You receive a copy of the simplified customs declaration, which - if required - is supplemented by an additional sheet with remarks by customs.

After the disruption has been resolved, the participant sends the complete customs declaration to ATLAS, stating the drop-down list number. Using the drop-down list number, the customs office can allocate the customs declaration to the simplified customs declaration. The customs office checks whether the information from the electronic customs declaration matches the simplified customs declaration and makes the clearance remarks and decisions in retrospect. If required, adjust the date of acceptance to the date on which the simplified customs declaration were given remarks.

Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area 🖨 Actions **print**
   The window **Reprint** will open.

   ℹ️ **Tip:** You can also print older messages for a customs declaration. For instructions on how to print a message, see section *Print/fax/mail message*.

2. Highlight the form or document in the area **Available Document Types**.

Field	Description
Available Document Types	The table is only shown if there are several types of document for the highlighted document. • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column **Timestamp**. The documents can also be found in the document filing.

3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection **print** will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

> ℹ️ **Tip:** Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.
5. In order to create the documents, click on the button **OK**.

> ℹ️ **Tip:** If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.