

## Seal management

This chapter describes how you can manage seals.

Seals (also known as customs seals or seals) are used in the simplified procedure in ATLAS. They are assigned to an MRN. Evidence of the use of the seals must be kept and submitted to customs for verification.

The central customs office may stipulate the "use of seals to ensure the identification of commodities transferred to the Union" in the authorization of the authorized consignor. An additional authorization for the use of special seals is required for this. The central customs office issues an authorization number in the format DE/SSE/5863/BV/001234.

The authorization lists all special closures that the holder of the authorization may use. In addition, a code is assigned to the user. The coding consists of the country abbreviation "DE" and a consecutive 4-digit number. When ordering closures, the authorized consignor must notify the supplier of the coding. The supplier must affix the coding to each closure.

### Creating a seal

This chapter describes how to create a seal.

1. Select the menu entry **Maintenance > Customs > Customs germany > Sealmanagement**.  
The overview **Sealmanagement** opens.
2. In the area ☒ **Related actions** click on the entry **+ Create Seal**.  
The window **new seals** opens.
3. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
<b>chargenumber of seal</b>	Batch number
<b>seal code</b>	Type of seal
<b>seal prefix</b>	Prefix of the seal. The prefix is printed on the seal.
<b>seal delimiter</b>	Separator
<b>seal number from</b>	Number of the first seal
<b>seal number to</b>	Number of the last seal
<b>seal number count</b>	Number of seals required. If you enter the fields <b>seal number from</b> and <b>seal number count</b> when creating seals, the field <b>seal number to</b> is automatically adjusted.
<b>seal number length</b>	Number of digits in the consecutive number of the seal
<b>OrgUnit</b>	Organizational unit for which the seal was created.



**Tip:** If you enter a value in the fields **seal number from** and **seal number to**, the number of seals to be created is automatically calculated and displayed in the **seal number count** field. Alternatively, you can use the fields **seal number from** and **seal number count**. The field **seal number to** is automatically adjusted.

In the table **Dialog seal** the seals are displayed that can be generated.

4. If you do not want to generate a seal, disable the corresponding check box in the column **generate**.

5. To assign seals to an approved location of goods, also fill in the following fields:

Field	Description
Owner Authorization	Holder of the authorization for the customs procedure
Authorization	Number of the authorization. The authorization must be stored with the economic operator.
Authorized Customs Place	Authorized customs place according to authorization. The authorized customs place must be stored with the economic operator.



**Important:** In a customs declaration NCDP, only the seals that are assigned to the specified authorized customs place are available for selection.

6. To create the seals, click on the button **OK**.

Searching for seals

This chapter describes how to search for a seal in seal management.

- 1. Select the menu entry **Maintenance > Customs > Customs germany > Sealmanagement**. The overview **Sealmanagement** opens.
- 2. Enter search criteria for the search.

Field	Description
chargenumber of seal	Batch number
paid	Is the seal paid?
identification from	Seal number from which the search is to start.
to	Seal number up to which the search is to be carried out.
seal state	A seal can have the following statuses: <ul style="list-style-type: none"><li>• <b>free</b>: The seal has not yet been assigned.</li><li>• <b>closed</b>The dossier to which the seal is assigned has been completed.</li><li>• <b>destroyed</b>The seal has been destroyed.</li><li>• <b>assigned</b>The seal has been assigned to a dossier.</li></ul>
origin	Origin where the seal was created.
From date	Date from which the seal was created.
To Date	Date by which the seal sought was created.



**Tip:** If you enter the first and last seal number in the fields **seal number from, to**, the number of seals to be created is automatically calculated and entered in the field **seal number count**. Alternatively, you can also enter the number of seals to be created in the field **seal number count** , the fields **seal number from, to** will be adjusted automatically.

- 3. Click on the button **Find**.

**Tip:**

- If no seals are found, reset the field **From date** to an earlier date and click the button again. **Find**.
- To display all existing seals, do not enter any search criteria.
- To mark a seal as paid, right-click on a seal and select the entry **Is paid**.

## Creating a list of seals

This chapter describes how to create a list of existing seals.

1. Select the menu entry **Maintenance > Reporting**.  
The overview **Statistic query** opens.
2. Double-click on the query **NCTS\_Siegelliste**.  
The window **Reporting Ergebnis** opens.
3. Fill in the search criteria.
4. Click on the button **Preview**.
5. To perform the statistic query, click on the button **Execute**.  
The query is executed.
6. After some time, a window opens. You have several options:
  - To save the list of seals, click on the button **Save**. The window **Save** opens. Select a directory and a file name for the CSV file. Click on the button **Save**.
  - To open the seal list, click on the button **Open**. The seal list is opened as a CSV file in your standard program for editing CSV files.