

Changeover in NCTS to ATLAS 9.1

This chapter describes the changes in the NCTS due to the conversion to ATLAS 9.1 (09/2023).

In accordance with customs requirements, there are far-reaching changes in the NCTS during the conversion to ATLAS 9.1. In particular, various code lists have been changed, which is why you have to enter new codes in many fields.

If the transit declaration contains exit summary declaration (ASumA) data, from now on you have to indicate the customs office of exit in the transit procedure.

In addition, grouped and single items have been introduced. Currently, a consolidated consignment may only contain 1 single consignment. This will be extended with the next ATLAS change in NCTS. Each single consignment may contain up to 999 items.

With the changeover to ATLAS 9.1, the reporting of an event is only possible with the arrival notification. With the next ATLAS change in NCTS, the reporting of events will be completely taken over by en route customs offices.

In order to be able to map all changes in DAKOSY GE, 2 new customs declaration types have been introduced:

- NCDP = Dispatch declaration. You will find instructions in the chapter [NCDP - Create a dispatch declaration \(Germany\)](#) on page 1.
- NCAR = Arrival Confirmation and Unloading Comment. Instructions can be found in the chapter [NCAR - Create Shipment Completion \(Germany\)](#) on page 11.



Importa

nt:

- Dispatch processes must always be completed before the changeover. Transactions that have not been completed must be clarified with customs if necessary.
- New customs declarations (NCDP and NCAR) can be copied from old customs declarations (NCD and NCNA). Due to the enhancing changes, applications should be checked before sending.
- Customs declarations NCNA are transferred to new customs declarations NCAR if they have not yet been sent to ATLAS.
- Master references and preassignments are taken over, but must be adjusted due to the different data basis.
- Customs declarations NCD and NCNA/NCNU are still displayed.



Tip: You can find details on customs law on the [Customs homepage](#) and in the ATLAS information letters from Customs. You can find an overview of the innovations in the [ATLAS Participant Information 0306/22 from the Customs homepage](#).


NCDP - Create Dispatch Opening (Germany)


This chapter describes how to make a transit declaration for Germany.

The following customs conditions apply to the simplified procedure:


- You must be an authorised consignor (AE).
 - You must have an authorisation from the main customs office. Instructions on how to create a permit can be found in the chapter [Creating a Permit](#).
 - As a rule, a guarantee must be deposited with the customs office for the authorisation. Instructions for depositing a guarantee can be found in the chapter [Creating a guarantee account](#).
1. Select the menu item **Start** > ⊖ **Customs declarations**.
 2. Click on the entry + **Create customs declaration** in the area **Related actions**. The **New Customs Declaration** window opens.
 3. Select the customs procedure **NCTS**.

4. Select the country **DE - Germany**.
5. Select the customs declaration type **NCDP - Transit Opening (NCTS-P5)**.
6. Enter a unique **reference number**.

 **Tip:**

- To automatically generate a sequential number, click on the button . The number can be included in a sequence of numbers and/or letters.
- Only the following characters and special characters are allowed in a reference number: capital letters (A-Z), digits (0-9), spaces, hyphen (-), colon (:), equals sign (=), full stop (.), slash (/) and underscore (_).
- You can use the **Master reference** field to select a master reference from which the data will be transferred to your customs declaration.

7. Click **OK**.
The tab **Customs declaration DE: NCDP, BezNr.: [reference number]** opens.
8. Fill in the fields of the **General** tab. The mandatory fields may change depending on your entries.

 **Important:** To enter an NCTS shipment in the simplified procedure, select the value **10** (without use of special seals) or **11** (with use of special seals) in the field **Type of transit declaration**. The fields **Transport in container**, **Date of re-presentation** and **Goods location identifier** become mandatory fields and must be filled in.

Field	Description
Total gross mass	If you activate the check box Total from individual consignments , the field Total gross mass is blocked for entry. The total gross mass for all goods items in kilograms is displayed. If you clear the Total from single consignments check box, you can fill the Total gross mass field manually.
Transport in container	Are the goods in a container at the time of declaration?
Point of departure	Enter the office number of the competent customs office where the transport starts. Only customs offices with the corresponding DEP (Office of Departure) role are displayed in the search.
Office of destination	Enter the office number of the competent customs office where the transport ends. Only customs offices with the corresponding role DES (Office of Destination) are displayed in the search.
Country of dispatch	Country code of the country of dispatch
Country of destination	Country code of the country of destination
Registration type	Select the type of registration: <ul style="list-style-type: none"> • T - mixed consignment with T1 and T2 goods • T1 - Transport of goods under the external transit procedure • T2 - Transport of goods under the internal transit procedure • T2F - Movement of goods under the internal transit procedure between different taxable territories • TIR - TIR Carnet
Type of transit declaration	Selection of the type of transit declaration, for example 00 (normal procedure) or 10 (simplified procedure without the use of special seals). Valid values can be found via the search.

Field	Description
Date of reappointment	Date of restitution of the goods
Holder of the procedure	Address of the holder of the customs procedure and guarantee
TIR Carnet holder	Address of the TIR Carnet holder
TIR Carnet number	If you are entering a TIR Carnet, enter the TIR Carnet issue number.
Type of goods location	Display of the type of goods location. The field is automatically filled depending on the value in the Type of transit declaration field. In the normal procedure the value A - Specified place is selected, in the simplified procedure the value B - Authorised place .
Type of location	Display of the type of location. The field is automatically filled depending on the value in the Type of transit declaration field. In the normal procedure the value V - customs office is selected, in the simplified procedure the value Y - authorisation .
Goods location identifier	If the Type of Location field has the value Y - Authorisation , enter the commodity code of the authorisation. Format: AB01
Security	Select whether the transit declaration contains data from the entry or exit summary declaration. You can find valid values via the search.
Reduced data set	Indicates that the transit declaration is lodged with a reduced data set. A reduced record may be declared if the transport is by sea or air. If you tick the box, you must select the value 1, 4 or 8 in the Border mode of transport field.
Binding transport route	If it is a predefined mandatory transport route, activate the checkbox. The check box may only be activated if the value 0 has been selected in the Security field.
Transport branch boundary	Mode of transport of the international active means of transport
Permits	Details of authorisations for the authorised consignor, the authorised person for the lodging of a transit declaration with reduced data set or the authorised person for the use of special seals.
Intended offices of transit	Offices designated as transit offices for the transit operation. To enter one or more offices of transit, if required, click on the button and fill in at least the mandatory fields. You can find valid values via the search.

9. To enter addresses in the **carrier, consignor** and **consignee** fields, click on the **Addresses** tab.

Field	Description
Carrier	Address of the carrier of the goods. The carrier is the person who brings the goods across the border of the customs territory of the Union or who is responsible for the movement across the border of the customs territory of the Union. If the carrier is not the same as the transit holder and one of the values 1, 2 or 3 has been selected in the box Security , the box must be filled.

Field	Description
Shipper	Address of the consignor of the goods. If the consignor is the consignor of the whole groupage, fill the field at header level. If the consignor is different for the individual consignments, fill the field per individual consignment. If one of the values 2 or 3 has been selected in the security field, the field must be filled.
Receiver	Address of the consignee of the goods. If the final consignee established in the country of destination of the goods is not known, enter the last known consignee in the country of destination. If the transit declaration consists of a single individual consignment, complete the field at header level. If one of the values 2 or 3 has been selected in the field Security and the field Abbreviation (data group Additional information) has the value 30600 , the field must not be filled.

10. To enter special circumstances, the reference number/UCR, designated points of exit, additional information or other references, click on the **Further details** tab. Fill in at least the mandatory fields.


Field	Description
Special circumstances	Selection of the special circumstances indicator, for example A20 for postal and express items.
Payment method	Payment method. You can find valid values via the search.
Reference number / UCR	Unique identification of the consignment, for example the reference number or UCR (Unique Consignment Reference Number). If the identification number is the same for all individual consignments, fill the field at header level.


- a) To enter intended points of exit, additional information or other references, click on the icon+ in the table **Intended points of exit, additional information** or **other references**.
The **Intended Customs Office of Exit, Additional Information** or **Other Reference** window opens.
- b) Fill in at least the mandatory fields.

Field	Description
SeqNo.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. When a record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (mostly 2-digit).
Code	Customs office designated as the customs office of exit at the time of release.
Abbreviation	Abbreviation. You can find valid values via the search.
Text	Free text field. Enter a text or # followed by the encoding of an endorsement code in capital letters and exit the field with the Tab key.
Art	Type of other reference, transport document, document or preliminary document. You can find valid values via the search.
Reference	Order characteristic of the transport document, document, reference or preliminary document

- c) To enter another record, click on the **Add** button.
- d) To save the data, click the **OK** button.

11. To deposit a guarantee, click on the **Collateral** tab. Proceed as follows:

a) Click on the icon .




Tip: You may enter a maximum of 9 collateral items. If you have entered one of the values **8, B** or **R for the Collateral Type** field, you may enter a maximum of 1 collateral.

A new security is created.

b) Fill in at least the field **Collateral type**.

Field	Description
Collateral type	Type of security deposit. Valid values can be found using the search. If you have selected the value 10 or 11 in the Type of transit declaration field, select one of the values 0 or 1 . If you have selected the value TIR in the Type of declaration field, enter the value 8 .
Other form of security	Certificate or proof that the security has been provided to the AS in another form or that there is effectively no security to be provided.

c) To enter a collateral, click on the icon . The **Edit Collateral** window opens.

d) Fill in at least the mandatory fields. The mandatory fields change depending on the selection in the **Collateral Type** field.

Field	Description
Account number (GRN)	Selection of the guarantee account. The account must be stored in the economic operator's master data.
Account name	Selection of the guarantee account by name. The account must be stored in the master data of the economic operator.
Password	Access code (Guarantee Access Code) to the GRN. The access code is the authorisation to use the security.
Free security	Display of the free collateral of the selected guarantee account
Max. Single book.	Display of the maximum security for a single booking
Certificate	Certificate. If you are entering a TIR Carnet, enter the TIR Carnet booklet number.
Value of goods	Value of the goods
Percent of the value of goods	Percent of the value of goods
Amount to be covered	Amount in EUR that must be covered by the security.
Calculate totals from positions	If you activate the check box, the totals are automatically calculated from the positions.
Comment	Comment for security. Enter a text or # followed by the coding of an endorsement code in capital letters and exit the field with the tab key.

e) To add another security, click the **Add** button.

f) To save the security, click the **OK** button. The security is displayed in the table.


12. To enter supply chain participants, means of transport departure, the cross-border active means of transport or the transport route, click on the **Transport details** tab. Proceed as follows:

- a) Click on the icon+ in the corresponding table **Supply Chain Participants, Means of Transport Departure, Cross-border Active Means of Transport** or **Transport Route**. The **Edit Supply Chain Participant, Edit Means of Transport, Edit Means of Transport** or **Edit Transport Route** window opens.
- b) Fill in at least the mandatory fields.

Field	Description
SeqNo.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. When a record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (mostly 2-digit).
Function	Role of the economic operator. You can find valid values via the search.
TIN	EORI or TCUI number of the economic operator
Means of communication Indicator	Marking of the means of transport at departure
Type of identification	Type of identification of the means of transport, e.g. IATA flight number or registration number. You can find valid values via the search.
Country	Nationality of the means of transport. You can find valid values via the search.
Means of communication Indicator	Identity of the cross-border active means of transport
Carriage number	Vehicle identification of the means of transport, e.g. the voyage number, flight number or journey number
Intended border customs office	Office designated as the border customs office of transit
Country	Country code for the transport route. You can find valid values via the search. Enter the country code for the transport route. Codes of the countries through which the goods pass between the country of export and the country of destination. Note the sequence the countries. Also indicate the countries where transhipments take place.

- c) To enter another record, click on the **Add** button.
- d) To save the data, click the **OK** button.

13. To enter transport equipment, click on the **Transport Equipment** tab.

 **Important:** If you have selected **Yes in the Transport in containers** field on the **General** tab, you must create at least one transport equipment.

14. Click on the button. Fill in at least the mandatory fields.

Field	Description
Sequence number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Container number	Number of the container in which the goods are transported.
No. of closures	Number of fasteners attached


15. To record closures, proceed as follows:
- In the **Closures** table, click on the icon . The **Add Seal** window opens.
 - Fill in the **Origin** and **Closure Indicator** fields.


Field	Description
Origin	Is the seal entered manually in the customs declaration or transferred from the seal management? If you select the value Seal management , you can enter the following in the field Seal indicator take over a seal via the search function from the seal management.
Closure indicator	Sign of the attached closure

- To add another seal, click the **Add** button.
 - To save the seal, click the **OK** button.
16. To assign a position to the transport equipment, proceed as follows:
- Click on the icon in the **Positions** table. The **Add Positions** window opens.
 - Mark the item that is packed in the container.
 - To select several positions, hold down the Ctrl key and select several positions.
 - To select several consecutive positions, highlight the first position, hold down the Shift key and select the last position.
 - Click on the **Add Positions** button.
17. To deposit preliminary papers, documents or transport documents, click on the tab **Documents/preliminary papers**. Proceed as follows:
- Click in the corresponding table **Preliminary documents, documents** or **Transport documents** on the icon . The **Edit Pre-Paper, Document** or **Transport Document** window opens.
 - Fill in at least the mandatory fields.

Field	Description
SeqNo.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. When a record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (mostly 2-digit).
Art	Type of transport document, document, reference or preliminary document. You can find valid values via the search.
Reference	Order characteristic of the transport document, document, reference or preliminary document



Field	Description
Additional information	Additional textual description of the document or preliminary paper
Line/item number in the document	Line or item number in the document


- c) To enter another record, click on the **Add** button.
 - d) To save the data, click the **OK** button.
18. Click on the **Individual items/positions** tab.
The overview of all individual items of this operation is displayed.
19. To enter a single consignment, click on the icon . A new individual consignment is created.

 **Important:** You can currently enter a maximum of 1 individual item.

20. Fill in at least the mandatory fields.

Field	Description
Reference number / UCR	Unique identification of the consignment, for example the reference number or UCR (Unique Consignment Reference Number). If the identification number is the same for all individual consignments, fill the field at header level.
Raw mass	Gross mass (gross weight/weight of the goods including packaging) of the individual consignment or goods item in kilograms
Sum from positions	If you activate the check box, the Total gross mass field is locked for entry and the value is automatically calculated as the sum of the gross masses of the items. If you deactivate the Total from items check box, you can fill the Total gross mass field manually.

21. To enter supply chain participants, additional information or other references at individual shipment level, proceed as follows:
- a) In the corresponding table **Supply Chain Participants, Additional Information** or **Other References**, click on the icon . The **Supply Chain Involved, Additional Information** or **Other Reference** Window opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another record, click on the **Add** button.
 - d) To save the data, click the **OK** button.
22. To enter preliminary documents, documents or transport documents at the individual consignment level, click on the tab **Individual consignment/documents/preliminary documents**. Proceed as follows:
- a) Click in the corresponding table **Preliminary documents, documents** or **Transport documents** on the icon . The **Edit Preliminary Paper, Documents** or **Transport Documents** window opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another record, click on the **Add** button.
 - d) To save the data, click the **OK** button.
23. To create an item via fast entry, proceed as follows.

 **Important:** It is not possible to enter customs warehouse and IP termination shares in the fast entry.


- a) Click on the icon . The **Quick Entry** window opens.

b) Fill in at least the mandatory fields.


Field	Description
Description of goods	Description of the goods. The description shall contain the information necessary to identify the goods. If necessary, the description must also contain the information required for any specific regulations, such as excise duties or prohibitions and restrictions on the movement of goods across the border. In the case of passenger cars, the chassis number must also be indicated.
Raw mass	Gross mass (gross weight/weight of the goods including packaging) of the goods item in kilograms
1st package: Quantity	Number of packages of the position
1st package: Type	Code of the packaging type. You can find valid values via the search.
1st package: Brand	Marking on the package
1. underlay: type	Type of underlay. You can find valid values via the search.
1. document: reference	Identification number of the document, e.g. the invoice number for an invoice
Entry	Reference to a numbered entry in the document to be produced
Additional information	Additional textual description of the document or preliminary paper
1. pre-paper: type	Code for the preliminary paper. If the NCTS dispatch was not preceded by a preliminary procedure, select the value WITHOUT . If the goods are in temporary storage, select the value ATNEU . For termination of the bonded warehouse in NCTS transit, select the value AT-ZL .
1. preliminary paper: reference	Reference of the preliminary paper
Item no.	Position number of the preliminary paper
Addition	Additional information on the preliminary paper
1. transition SumA: Type of identification	How are the termination shares SumA identified?
1. transition SumA: Reg. no.	Registration number of the termination share SumA. Enter the ATB15 number or MRN. Format of ATB15 number: ATB150001230620205866, format of MRN: 23DE586601234567E9.
1. transition SumA: Item no.	Position number for the registration number of the termination share
1. transition SumA: No. Packst.	Number of packages of the termination portion

c) To create another position, click the **Add** button.

d) To save the position, click on the **OK** button. The position is displayed in the overview.

24. To create an item as an alternative to fast entry, click on the icon . A new position is created.




25. Fill in at least the mandatory fields on the **Position/General** tab.

 **Tip:**

- Note the description of the fields in the previous step.
- You can create an item from the **Item Code** field. For instructions, see the chapter [Creating an Article \(Quick Entry\)](#).
- You will find instructions on how to record by-pack in the chapter [Recording by-pack](#).

Field	Description
Commodity code (CN8)	8-digit commodity code of the Combined Nomenclature (CN8). At least the 6-digit commodity code of the Harmonised System (HS code) is required.
CUS no.	CUS number of a chemical substance. The CUS number is used to identify the chemical substance in ECICS (European Customs Inventory of Chemical Substances).
1st package: Type	Code of the packaging type. You can find valid values via the search.
1st package: Mark	Marking on the package
Package reference	For by-pack: Reference to the main pack item. If the same mark as in the main pack item has been entered in the Character field, the field is automatically filled with the item number of the main pack item and the by-pack is assigned to the main pack item.
Registration type	Type of declaration. If the type of declaration is the same for all items, fill the field at header level. If the type of declaration is different for the goods items, fill in the field per item.
Value of goods	Value of the goods
Commodity value currency	Currency code for the value of the goods. You can find valid values via the search.

26. To enter supply chain participants, dangerous goods, additional information or other item level references, click on the **Item/Additional Information** tab. Proceed as follows:
 - a) Click on the icon+ in the corresponding table **Supply Chain Participants, Dangerous Goods, Additional Information** or **Other References**.
The **Supply Chain Participant, Dangerous Goods, Additional Information** or **Other Reference** window opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another record, click on the **Add** button.
 - d) To save the data, click the **OK** button.
27. To enter further packagings for the goods item, click on the tab **Position/packages**. Proceed as follows:
 - a) Click on the icon+ in the table.
The **Edit Packaging** window opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another package, click the **Add** button.
 - d) To save the package, click the **OK** button.
28. To enter preliminary documents or documents at the item level, click on the tab **Position/Documents/Preliminary documents**. Proceed as follows:
 - a) Click on the icon+ in the corresponding table **Pre-papers** or **Documents**. The **Edit Preliminary Papers** or **Documents** window opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another record, click on the **Add** button.

- d) To save the data, click the **OK** button.
29. To enter termination shares SumA, click on the **Position/Transition SumA** tab. Instructions on how to enter termination shares SumA can be found in chapter [Record termination shares SumA](#).
30. In order to enter customs warehouse or GIP completion shares, click on the tab **Position/transition ZL and AV**. You have several options.
- For instructions on how to enter customs bonded warehouses, see chapter [Record termination shares bonded warehouse](#).
 - Instructions on how to record termination shares AV can be found in chapter [Record termination shares AV](#).
31. To enter additional references, open the **References** tab and click on the icon .
32. To save the customs declaration, click in the area **Actions** on the entry  **Save**.
The customs declaration is displayed in the **customs declaration** overview.
33. To send the customs declaration, click on the entry  **Send** in the area **Actions**.




Tip: You can select several customs declarations in the customs **declaration** overview and send them simultaneously via the context menu.


34. Close the customs declaration.
35. Check the customs declaration for confirmations. You can find confirmations on the tab **Messages & Status** or in the **Status** column in the Customs **Declarations** overview.



Important: If you have received an error status for your customs declaration, you must correct the error. You will find instructions in the chapter [Processing Errors \(Customs\)](#).



Tip: The view does not refresh itself. To refresh the view, click on the icon .

- If it is the simplified procedure and the customs declaration is free of errors, customs will send an acceptance with an MRN and a release with a Transit Accompanying Document (TAD). The status of the customs declaration changes to **acceptance** and **release**. You can open the CBD from the preview of the **Customs Declaration** Overview. Click on the icon .
- If it is the normal procedure and the customs declaration is error-free, customs will send an acceptance with an MRN. The status of the customs declaration changes to **acceptance**. You can print the transit declaration.




Tip: Instructions on how to print the VBD and the transit declaration can be found in the chapter [Print or Mail Document](#).


NCAR - Create Shipment Termination (Germany)


This chapter describes how to create an arrival notification for Germany and enter an unloading comment.

The following customs conditions apply to the simplified procedure:

- You must be an authorised recipient (AE).
 - You must have an authorisation from the main customs office. Instructions on how to create an authorisation can be found in the chapter [Creating an authorisation](#).
 - As a rule, a guarantee must be deposited with the customs office for the authorisation. Instructions for depositing a guarantee can be found in the chapter [Creating a guarantee account](#).
1. Select the menu item **Start** >  **Customs declarations**.

2. Click on the entry **+ Create** customs **declaration** in the area **Related actions**. The **New Customs Declaration** window opens.
3. Select the customs procedure **NCTS**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **NCAR - Transit Termination (NCTS-P5)**.
6. Enter a unique **reference number**.


 **Tip:**


- To automatically generate a sequential number, click on the button . The number can be included in a sequence of numbers and/or letters.
- Only the following characters and special characters are allowed in a reference number: capital letters (A-Z), digits (0-9), spaces, hyphen (-), colon (:), equals sign (=), full stop (.), slash (/) and underscore (_).
- You can use the **Master reference** field to select a master reference from which the data will be transferred to your customs declaration.

7. Click **OK**.
The tab **Customs declaration DE: NCAR, BezNr.: [reference number]** opens.
8. Fill in the fields of the **General** tab. The mandatory fields may change depending on your entries.

Field	Description
Registration No./MRN	Unique registration number from customs
Actual place of destination	Enter the office number of the competent customs office where the transport actually ends.
Time of arrival	Date and time of arrival of the active means of transport crossing the border
Event	If an event has occurred, activate the checkbox. An event is, for example, an accident that has already been recorded by the authorities.
Approved receiver	Address of the authorised consignee. The authorised consignee may take receipt of the goods without them being physically presented to customs.
Goods location identifier	Place of transfer within a permit in the area of responsibility of the specified office of destination. Format: AB01



9. If an event has occurred, proceed as follows:
 - a) Activate the **Event** check box.
 - b) Click on the **Events** tab.
The overview of all events of this operation is displayed.


 **Tip:** You may report a maximum of 9 events for one operation.

- c) To record an event, click on the icon .
- d) Fill in at least the mandatory fields.


Field	Description
Code	Type of event according to Art. 305 para. 1 UZK-IA. You can find valid values via the search.



Field	Description
Text	Description of the event. Enter a text or # followed by the coding of an endorsement code in capital letters and exit the field with the Tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialogue from the context menu.
Confirming authority	Authority that documented the event
Date	Date of the event documentation
Location	Location or site of the event documentation
Country	Country code of the country of the event documentation
Type of location	How the event location is identified in the following data fields
UN/LOCODE	UN/LOCODE of the place. Valid values can be found via the search. The field may only be filled if the value U has been entered in the Type of location field.
Wide	Latitude as degree in decimal representation. The field may only be filled if the value W has been entered in the Type of location field. Enter decimal degrees as decimal places (5 or 7 digits), not in minutes and seconds. Enter coordinates in northern latitude without or with a positive sign (+) and southern latitude coordinates with a negative sign (-). The format of a latitude is: +01.23456 or +01.2345678
Length	Geographical longitude as degree in decimal representation. The field may only be filled if the value W has been entered in the Type of location field. Enter decimal degrees as decimal places. (5 or 7 digits), not in minutes and seconds. Enter coordinates in eastern longitude without or with a positive sign (+) and coordinates in western longitude with a negative sign (-). The format of a longitude is: +01.23456 or +01.2345678
Transport in containers	If the goods are transported in the container, activate the check box.
Type of identification	Type of identification of the means of transport used after transshipment. Valid values can be found via the search.
Indicator	Identity or name of the means of transport to be used after transshipment.
Nationality	Country of registration of the means of transport used after transshipment. Valid values can be found via the search.

10. To save the arrival display, click in the area... **Actions** on the entry  **Save**.
The customs declaration is displayed in the **customs declaration** overview.
11. To send the customs declaration, click on the entry  **Send** in the area... **Actions**.


 **Tip:** You can select several customs declarations in the customs **declaration** overview and send them simultaneously via the context menu.


12. Check the customs declaration for confirmations. You can find confirmations on the tab **Messages & Status** or in the **Status** column in the Customs **Declarations** overview.


 **Important:** If you have received an error status for your customs declaration, you must correct the error. You will find instructions in the chapter *Processing Errors (Customs)*.

 **Tip:** The view does not refresh itself. To refresh the view, click on the icon .

If the customs declaration is error-free, customs sends a discharge authorisation. The status of the customs declaration changes to **unloading authorisation**.

 **Tip:** If the re-presentation period has expired, no SumA operation is triggered in ATLAS after the unloading comment has been sent and the NCTS operation is not terminated. If the re-presentation period has expired, the status of the customs declaration changes to **Discharge authorisation - expiry of re-presentation period**. Contact your competent customs office.

- 13. To enter the unloading comment, open the arrival display if required. To open the arrival display, double-click the corresponding NCAR customs declaration in the overview. The tab **Customs declaration DE: NCAR, BezNr.: [reference number]** opens.
- 14. To revoke an event that was reported with the arrival notification, click on the entry  **Reset to unloading permission** in the area **Actions**. The event is deleted. You can enter the unloading comment.


 **Important:** An event can only be revoked if the unloading comment has not yet been sent.

- 15. Fill in at least the mandatory fields depending on the type of discharge comment.


Field	Description
Compliant	Were any discrepancies found during unloading with the goods-related information submitted in the unloading permit?
Explanation discrepancies	Description of the discrepancies. If discrepancies have been found in relation to the goods or the closures, you can record additional explanatory information about the discrepancies in this field. Enter a text or # followed by the coding of an endorsement code in capital letters and exit the field with the Tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialogue from the context menu.

- 16. To report a reception compliantly, proceed as follows:
 - a) If necessary, open the **General** tab.
 - b) Select **Yes** in the **Conform** field.
- 17. To report a different quantity of the single item on receipt, proceed as follows:
 - a) Select **No** in the **Conform** field.
 - b) Fill in the **Explanation of discrepancy** field.
 - c) Click on the **Individual items/positions** tab.
 - d) Click on the line item with the different quantity.
 - e) Change the value in the **Raw Mass** field.


The value **CHANGED** is displayed in the **Change** field.
- 18. To report a missing single item at reception, proceed as follows:
 - a) Select **No** in the **Conform** field.
 - b) Fill in the **Explanation of discrepancy** field.
 - c) Click on the **Individual items/positions** tab.

- d) Click on the missing line item.
- e) Click on the icon  .
The **Delete or Toggle Missing Mark(s)** window opens.
- f) Click the **Yes** button.


The value **ERROR** is displayed in the **Change** field.

19. To report a different quantity of an item on receipt, proceed as follows:
- a) Select **No** in the **Conform** field.
 - b) Fill in the **Explanation of discrepancy** field.
 - c) Click on the **Individual items/positions** tab.
 - d) Click on the item with the different quantity.
 - e) To correct the weight, change the value in the **Dead weight** or **Gross weight** field.
 - f) To correct the number of packages, click on the **Position/Packages** tab. Select the corresponding packages and click on the icon  . Change the data and click on the **OK** button.


The value **CHANGED** is displayed in the **Change** field.

20. To report a missing position at reception, proceed as follows:
- a) Select **No** in the **Conform** field.
 - b) Fill in the **Explanation of discrepancy** field.
 - c) Click on the **Individual items/positions** tab.
 - d) Click on the missing position.
 - e) Click on the icon  .
The **Delete or Toggle Missing Mark(s)** window opens.
 - f) Click the **Yes** button.


The value **ERROR** is displayed in the **Change** field.

21. To report an additional position at reception, proceed as follows:
- a) Select **No** in the **Conform** field.
 - b) Fill in the **Explanation of discrepancy** field.
 - c) Click on the **Individual items/positions** tab.
 - d) Click on the single item with the additional item.
 - e) Click on the icon  .
 - f) Fill in at least the mandatory fields.

The value **NEW** is displayed in the **Change** field.

22. To report a deviation on a shutter at reception, proceed as follows:
- a) Select **No** in the **Conform** field.
 - b) Fill in the **Explanation of discrepancy** field.
 - c) Click on the **Transport Equipment** tab.
 - d) Click on the appropriate closure in the **Closures** table.
 - e) Click on the icon  .
The **Add Seal** window opens.
 - f) Change the values.
 - g) Click on the **OK** button.

The value **CHANGED** is displayed in the **Change** field.



23. To report a missing shutter at reception, proceed as follows:
- a) Select **No** in the **Conform** field.
 - b) Fill in the **Explanation of discrepancy** field.
 - c) Click on the **Transport Equipment** tab.
 - d) Click on the missing closure in the **Closures** table.
 - e) Click on the icon  .
The **Delete or Toggle Missing Mark(s)** window opens.
 - f) Click the **Yes** button.

The value **ERROR** is displayed in the **Change** field.

24. To report a new closure at reception, proceed as follows:

- a) Select **No** in the **Conform** field.
- b) Fill in the **Explanation of discrepancy** field.
- c) Click on the **Transport Equipment** tab.
- d) Click on the icon+ in the table. The **Add Seal** window opens.
- e) Fill in at least the mandatory fields.
- f) Click on the **OK** button.

The value **NEW** is displayed in the **Change** field.

25. To save the unloading comment, click on the entry in the... **Actions** area.  **Save**.
26. To send the customs declaration, click on the entry  **Send** in the area... **Actions**.
27. Close the customs declaration.
If the customs declaration is error-free, Customs sends a status message. The status of the customs declaration changes to **Termination Completed**.

Create access code list

This chapter describes how to create an access code list for a guarantee account.

1. Select the menu item **Administration > Customs > Guarantee Accounts**.



Restriction:

- To create an access code list, you need at least the authorisation **CustomsGuaranteeAccountAccessCode > create**.
- To be able to send an access code list to ATLAS, the company must have the technical connection "direct communication" installed.

2. Click in the area **↑ Overviews** on the entry **➤ Access code lists**. The overview **Access code lists** opens.
3. Click on the entry **📄 Create new access code list** in the area **🔗 Related Actions**. The **Create new access code list** window opens.
4. Enter an account number or use the search function.
5. Click on the **OK** button. The **Access Code Changes** tab opens.
6. Fill in at least the mandatory fields.

Field	Description
Customs office	Service number of the competent customs office
Valid from	Date from which the guarantee account can be used. Use the field to avoid overlapping periods in case of a change of account.
Administration code old	Old administrative code for the guarantee account number. You have received the administration code from the competent customs office.
Administration code new	New administration code for the guarantee account number. You have received the administration code from the competent customs office.
Description	Free text field for describing the access code list or the access code



7. Store at least one access code. To store an access code, proceed as follows:
 - a) In the **Access Codes** table, click on the icon **+**. The **Edit Access Codes** window opens.
 - b) Fill in at least the mandatory fields.

Field	Description
Code	Guarantee access code
Standard	To set the access code as default, select the check box. If you have only one access code, the check box must be selected.
Description	Free text field for describing the access code list or the access code

- c) To enter another access code, click the **Add** button.
- d) To save the access code, click the **OK** button. The access code is displayed in the table.



Tip: If the **Default** checkbox is ticked, this access code is automatically pre-set for each booking, depending on the settings for your company.

8. To save the access code list, click in the area... **Actions** on the entry 
Save.
The access code list is displayed in the **Access code lists** overview.
9. To send the access code list, click in the area... **Actions** on the entry 
Send.
10. Check the status in the **Status** column of **the GRN list**.
 - When ATLAS has confirmed the access code list, the status changes to **ATLAS Confirmed**.
 - If the company is not installed via the technical connection "Direct communication", you will receive an error message. The status changes to **ATLAS error**.