

Economic operators

This section explains how to manage economic operators.

In DAKOSY GE, the economic operator is equivalent to the holder of an EORI number and the corresponding customs domain master data. Customs master data are:

- Deferment accounts
- Authorizations
- Guarantees
- Declarant-ID
- EORI number, VAT ID, TCUI number or TIN
- Customs place

To create an EORI number with all the necessary customs domain master data, set up an economic operator. Also allocate an address to the economic operator, so that, in a customs declaration for example, the authorizations or custom places can be selected via the address.

Create an economic operator

This chapter describes how to create an economic operator. To enter an EORI number with all the necessary authorizations, customs places, guarantees and deferment accounts, create an economic operator.



Restriction: To create an economic operator, you require at least the authorization **EconomicOperator > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. In the area **Related actions**, click on the entry **Add Economic Operator**.
3. Fill at least the mandatory fields out on the **General** tab.

Field	Description
TIN/EORI/UID	Customs identification number of the economic operator <ul style="list-style-type: none"> • The TIN in Germany has the following format: DE123456789012345. • The VAT ID in Austria has the format: ATXYZ1234567890. • The VAT ID in Switzerland has the format: CH123456789.
Type	Type of customs identification number. If you would like to communication with a customs system such as ATLAS, e-zoll or EZV, select the Production value from the drop-down menu.
Description	Free text field

4. For the EORI number in Germany, you have to enter all the branch numbers, but at least the branch number 0000. To enter a branch number, please proceed as follows:
 - a) Click on the + icon in the **Branch numbers** table.
The window **Edit a branch number** opens.
 - b) Fill out the field **Branch number**.
 - c) If there are several branches, for better orientation, fill out the **Description** field.
 - d) Click on the button **OK**.
The branch is shown in the table.
5. In the area **Actions**, click on the entry **Save**.



Important: To enter authorizations, customs places, guarantees and tax accounts, you must save the economic operator.

6. To open an overview of the addresses which are to be allocated to the economic operator, click on the **Addresses** tab.
You can find instructions for creating an address in the chapter [Create address](#) on page 5.
7. To open an overview of authorizations, click on the tab **Customs Authorizations**.
You can find instructions on an authorization in the chapter [Create customs authorization](#) on page 8.
8. To open an overview of custom place, click on the tab **Customsplaces**. Dependent on the procedure you have various possibilities:
 - You can find instructions for creating a customs place for the customs procedures export and NCTS in the chapter [Create customs authorization](#) on page 8.
 - Generally available customs places for the Netherlands and Austria which are to be used in a customs declaration must first be created as part of the respective authorization. You can find instructions on creating a generally available customs place in section [Create customs authorization](#) on page 8.
 - You can find instructions on creating a summary declaration place of temporary storage in section [Create a summary declaration place of temporary storage](#) on page 2.
 - You can find instructions for creating a customs place for the customs procedures import and customs warehouse in Austria in the chapter [Create approved goods location for Austria](#) on page 10.
9. To open an overview of the guarantees, click on the tab **Customs Guarantees**.
You can find instructions for the creation of a guarantee in the chapter [Create guarantee account](#) on page 11.
10. To open an overview of the declarant IDs, click on the tab **Declarant-IDs**.
You can find instructions for creating a declarant ID in the chapter [Create a declarant ID](#) on page 3.
11. To enter data for a change in communication with customs, click on the tab **Transferdata**.
12. To open an overview of the tax accounts, click on the tab **Deferment account**.
You can find instructions on creating a tax account in section [Create deferment account](#) on page 12.
13. In the area **Actions**, click on the entry **Save**.
The economic operator is shown in the overview.

Deactivate economic operator

This section describes how to deactivate an economic operator. Because it is not possible to delete an economic operator, you have to deactivate it instead.



Restriction: To edit an economic operator, you need at least a **EconomicOperator > edit** authorization.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **General**.
4. To deactivate the economic operator, enter a date prior to the current date in the **Valid To** field.
5. In the area **Actions**, click on the entry **Save**.
The **Act/Td** check box in the overview is deactivated for the economic operator.

Create a summary declaration place of temporary storage

This chapter describes how to create a summary declaration place of temporary storage for an economic operator.



Restriction: To create a summary declaration place of temporary storage, you need at least the authorization **EconomicOperator > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customsplaces**.
4. To set up a summary declaration place of temporary storage, click on the **+** icon in the **CustomsPlaces for SUMA** table.
The window **Edit a Customsplace** opens.
5. Fill out at least the mandatory fields. You will find all necessary information in your authorization from customs.

Field	Description
Typ	Type of customs place
Key	Code issued by customs for the customs place.
Description	Free text field for description of the customs place
Customs office	Entry of the office number at the customs office competent for the customs place.
Standard Depository	If the customs place is to be used as a place of temporary storage as standard, activate the check box.
Postal address	Address of the customs place

6. Click on the button **OK**.
The summary declaration place of temporary storage is shown in the table.
7. In the area **Actions**, click on the entry **Save**.

Create a declarant ID

This chapter describes how to create a declarant ID for an economic operator. A declarant ID is required for Switzerland or Austria (RIN).



Restriction: To create an Declarant ID, you need at least the authorization **EconomicOperator > create**.

1. Select the menu entry **Maintenance > Economic Operator (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Declarant-IDs**.
4. To set up a new declarant ID, click on the icon **+**.
A new window opens.
5. Fill out at least the mandatory fields. You will find all the necessary information on your letter from customs.

Field	Description
Declarant-ID-Name	Naming of declarant (free text)
Country	Selection of the country
Declarant-ID	Entry of declarant ID number

Field	Description
Declarant-ID (check)	Entry of declarant ID number to check entry
Username	Allocation of the user to the declarant ID



Important: Enter the **Declarant-ID** twice.

6. Click on the button **OK**.
The declarant ID is shown in the overview.



Tip: If you create a declaration for which a declarant ID is required, the declarant ID is automatically copied from the master data into the declaration.

7. In the area **Actions**, click on the entry **Save**.
The declarant ID is shown in the **Trader/Declarant-IDs** tab.

Create address

This chapter describes how to create an address.



Restriction: To create an address, you need at least the authorization **Customer > create**.



Important: If you would like to define a place of loading instead of a customer, enter the abbreviation for the place of loading given to you by customs in the text field **Customercode** in the **General** tab and allocate it to the **Place of Loading** role.

1. Open the overview **Customer/Addresses**. You now have the following options to open the overview:
 - Select the menu entry **Start > Customer/Address**.
 - Click on the homepage in the area **Applications** on the menu entry **Customer/Address**.
2. In the area **Related actions**, click on the item **New Customer/Address**. Alternatively, you can create a new address from the economic operator:
 - a) Select the menu entry **Maintenance > Economic Operators (Customs)**.
 - b) Open an economic operator by double clicking.
This opens the **Economic Operator** tab.
 - c) Click on the tab **Addresses**.
 - d) Click on the button **+**.
 - e) If the address has several branches, a window opens. Fill in the **Branch number** field and click on the **OK** button.

This opens the **Customer/Address** tab.

3. Fill at least the mandatory fields out on the **General** tab.

Field	Description
Code	Unique identification number. The customer number identified an address or a customer.
Name	Name of the customer
TIN/EORI/UID	Customs identification number of the economic operator to which the customer is allocated.



Tip: To automatically generate a consecutive number in the **Code** field, click on the **+** button. The number can be included in a sequence of numbers and/or letters.

4. To allocate the address to an economic operator, fill out the fields **TIN/EORI/UID** and **Branch number**.



Important: If the address is allocated to an economic operator, in a customs declaration, for example, you can select the authorizations or custom places via the address code.




Tip: If the address was created from an economic operator, the fields **TIN/EORI/UID** and **Branch number** are filled automatically.

5. To enter a contact, click on the **Communication** tab. Click on the icon **+**.




Tip: You must specify a customs contact partner in an export declaration. If you enter the contact person in an address, you can enter the address code in the customs declaration and select the contact partner from a list. You can find instructions for entering a contact partner in section [Create contact partner](#).

6. To enter a VAT ID, click on the tab **Tax**. If you would like to enter further tax IDs, click on the + icon.

 **Important:** The China Customs (CCAM) Regulation Order No. 56 entered into force on 01.06.2018 for B/L transfers to China, for which an additional company code must be sent in the bill of lading. This company code can be a VAT number or a USCC number.


To enter a company code, proceed as follows:

- a) Click on the icon +.
The window **Taxid** opens.
 - b) Enter the value **CN** in the **Country** field.
 - c) In the **Taxid** field, enter the VAT- or USCC number with the relevant qualifier and a + sign before it. Examples:
 - OC+DE 1234567
 - USCI+47110000831940123F
 - d) Click on **OK**.
The company code is shown in the **Taxids** table.
7. To enter another address, click on the **Further Addresses** tab. Click on the icon +.
 8. To allocate a role, click on the **Assignment** tab. To allocate a role, you must drag the role from the **Unselected customer roles** column to the **Selected customer roles** column. To remove an allocated role, you must drag the role from the **Selected customer roles** column back into the **Unselected customer roles** column.
 - To drag an individual role, highlight the role. Click on the > or the < button.
 - To drag various roles, hold down the Ctrl key and highlight several roles. Click on the > or the < button.
 - To drag several consecutive roles, highlight the first role, hold down the Shift key and select the last role. Click on the > or the < button.
 - To drag all roles, click on the button >> or <<.

 **Tip:**

- You can also drag roles by clicking on one role, holding the mouse button down and moving the mouse.
- You will find a description of the roles in section [Allocation of role](#).

9. To enter accounting data, click on the **Accounting** tab.
10. To define clearance notes or default values, click on the **Further** tab.
11. To enter further references, click on the **References** tab. Click on the icon +.
12. To enter customs attributes, click on the **Customs attributes** tab.

 **Tip:** You can facilitate the filling out of customs declarations using customs attributes. Currently, you can define the following values:

- A defined customs office for the NCTS procedure Germany
- A percentage for calculating the transport insurance for the import customs procedure Germany

Proceed as follows:

- a) To add a customs attribute, click on the + icon.
The window **Customs attribute** opens.
- b) Fill out at least the mandatory fields.

Field	Description
Role	Technical role of the address in the customs declaration
Attribute type	The field to be filled out in the customs declaration.

Field	Description
Value	The value to be entered into the field to be filled out.



Tip: To automatically calculate the insurance amount in the D.V.1 data of the position for a German import customs declaration, enter the attribute **Transport insurance GER** for the appropriate customs declaration type. Enter the percentage in the **Value** field in the same format as in the D.V.1. If you enter the address as a customs value declarant and activate the **Calculate Customs Value** check box, the value will be pre-allocated accordingly.

- c) To record another customs attribute, click on the **Add** button.
 - d) To save the customs attribute entered, click on the **OK** button.
13. To save the address, click on the item **Actions** in the **Save** area.
The address is shown in the overview.

The address is shown in the **Trader/Addresses** tab if one of the following requirements is met:

- You have created the address from an economic operator.
- You have allocated the address to an economic operator via the **TIN/EORI/UID** field.

Create customs authorization

This section describes how to create an authorization. An authorization is created for an economic operator.



Restriction: To create an authorization, you need at least the authorization **CustomsAuthorization > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Authorizations**.
4. To set up a new authorization, click on the icon **+**.
This opens the **Customs authorization** tab.
5. Fill out at least the mandatory fields. You will find all necessary information in your authorization from customs.

Field	Description
Country	Country for which the authorization was granted
Authorization-number	<p>Number of customs authorization. Enter the authorization number without any special characters or spaces. The format for a German customs authorization number (12 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2-characters) • Office number (4-digit) • ID (2 characters) • Consecutive number (4 digits) <p>The new format for an UZK authorization (17 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2 characters) • Type of authorization (3 characters) • Office number (4-digit) • ID (1 character) • Consecutive number (7 digits)
procedure type	Type of procedure for which the authorization was granted
Type	Superior category of procedure for which the customs authorization was issued
Description	Free description of customs authorization
Valid From	Time from which the authorization or restriction is valid
Valid To	Time until which the authorization or restriction is valid



Important: Enter the authorization number without any slashes.




Tip: If you enter a customs office, this will be used for all customs places. Leave the field blank and enter the customs office for the specific customs place if all custom places are allocated to different customs offices.

6. You can determine the customs places for the export customs procedure and NCTS as well as generally available customs places for the Netherlands or Austria. Proceed as follows to enter a new custom place:

- a) Click on the icon + in the **Customsplaces** table.
The window **Edit a Customsplace** opens.
- b) Enter the customs place code which you have received from customs with your authorization in the field **key**.
- c) Fill out at least the mandatory fields.

Field	Description
Type	Type of customs place
Key	Code issued by customs for the customs place.
Customs office	Entry of the office number at the customs office competent for the customs place.
Postal address	Address of the customs place
Description	Free text field for description of the customs place

 **Tip:** If you have not entered a customs office during authorization or the customs office is different to the custom place, enter the customs office.

d) Click on the button **OK**.
The customs place is shown in the table.

7. You can set periods for the NCTS customs procedure. Depending on the specified period, the field **Presentation date** in NCTS dispatch (NCD) is filled. Proceed as follows to enter a new period:

- a) Click on the + icon in the **Deadlines** table.
The window **Deadline** opens.
- b) Enter a value from 0 to 365 in the **Deadline in days** field.
- c) Periods can be processed depending on other fields. If required, fill out the fields **Customs office**, **Destination country** or **OrgUnit**.
- d) Click on the button **OK**.
The period appears in the area **Deadlines**.

8. Enter the restrictions on your authorization in the tab **Restrictions**.

9. In the area **Actions**, click on the entry **Save**.
The authorization appears on the **Trader/Customs Authorizations** tab.

Create approved goods location for Austria

This chapter describes how to create an authorized goods location in Austria for an economic operator.



Restriction: To create an authorized location of goods, you need at least the authorization **CustomsAuthorization > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Authorizations**.
4. Double click to open the authorization.
This opens the **Customs authorization** tab.
5. To create an authorized location of goods, click on the + icon in the **Zollorte für Import und Zolllager (Österreich-spezifisch)** table.
The window **Edit a Customsplace** opens.
6. Right-click on the field **Customs warehouse ID** and select the entry **Warehouse fast entry** in the context menu.
The window **Customs warehouse fast entry** opens.
7. Fill out at least the mandatory fields.

Field	Description
Customs Warehouse-ID	TIN of the location of goods according to authorization
Postal Address	Address of the location of goods according to authorization
Customs Warehouse Category Type	Type of customs storage location, for example, customs warehouse or depository



Tip:

- If the warehouse is a customs warehouse or a combined customs warehouse and depository, you must fill in the fields **Customs Warehouse (CW) Type, Subtype**. Select the value **Ja** for the field **Storage Number Mandatory**. If required, also fill in the field **Customs Warehouse Seal Type** according to the authorization.
- If it is a customs warehouse the fields **Customs Warehouse (CW) Type, Subtype** must not be filled in.
- If it is a customs warehouse or a combined customs warehouse and depository, you must fill the field **TS Type**.

8. Click on the button **OK**.
The data is transferred to the window **Edit a Customsplace**.
9. Fill out the field **Customs office**.
10. Click on the button **OK**.
The customs place is shown in the table.
11. In the area **Actions**, click on the entry **Save**.

Create guarantee account

This chapter describes how to create a guarantee account for an economic operator.



Restriction: To create a guarantee account, you need at least the authorization **CustomsGuaranteeAccount > create**.

1. Select the menu entry **Maintenance > Economic Operator (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Guarantees**.
4. To set up a new guarantee, click on the **+** icon.
This opens the **Accounts of Guarantees of Customs** tab.
5. Fill out at least the mandatory fields.

Field	Description
Account GRN	Account number of guarantee account, as stated on the authorization.
Type	Type of guarantee account, as stated on the customs authorization.
Name	Name of guarantee account (may be freely chosen)
Reference Amount	The bookable amount. If the reference amount is exceeded, a warning is issued.
Overdraft-Released	Indicator of overdraft approval. To exceed your security amount, activate the check box.
Single Booking Limit	Maximum amount for an individual booking
Valid From	Date as of which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.
Valid To	Date until which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.

6. Enter at least one access code. To enter an access code, please proceed as follows:
 - a) Click on the **+** icon in the **Access-Codes** table.
The window **Add Access-Code** opens.
 - b) Fill out at least the mandatory fields.

Field	Description
Code	Access code for the guarantee
Default	If the access code should be adopted as standard, activate the check box.
Valid From	Time from which the access code is valid.
Valid To	Time until which the access code is valid.

- c) Click on the button **OK**.
The access code is shown in the table.
7. In the area **Actions**, click on the entry **Save**.
The guarantee account appears on the **Trader/Customs Guarantees** tab.

Create deferment account

This chapter describes how to create a deferment account for an economic operator.



Restriction: To create a deferment account, you need at least the authorization **DefermentAccount > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Deferment account**.
4. To set up a new deferment account, click on the **+** icon.
Es öffnet sich das Fenster **Deferment account**.
5. Fill out the fields **Country** and **Account type**. Click on the button **OK**.



Tip: Depending on the country specified, different values can be selected in the field **Account type**.

Depending on the selected account type, the tab **Account type** opens.

6. Fill out at least the mandatory fields. You will find all the necessary information on your letter from customs.
7. To create a deferment account for Germany, proceed as follows:
 - a) Fill out the following fields:

Field	Description
Deferment Account	Account number of the deferment account.
Deferment Type	Type of levy account.
own flag	Type of deferment request.
Office	The Federal Treasury, the main customs office, for example "HH" for Hamburg.
BIN	The deferment user identification number provided by the main customs office
BIN repetition	Re-entry of the deferment-user identification number notified by the central customs office to check the entry
Description	Free description of the levies account.



Important: Enter the BIN twice.

- b) To create a new restriction, click on the **+** icon in the **Restrictions** area.
A new window opens.
 - c) Fill out at least the mandatory fields.
 - To include a branch, select the value **Type** for the field **Einschluss**.
 - To exclude a branch, select the value **Type** for the field **Ausschluss**.
 - d) Click on the button **OK**.
The restriction appears in the **Restrictions** area.
8. Fill out the following fields to create a tax account (single administrative document) for Germany:

Field	Description
Office	The Federal Treasury, the main customs office, for example "HH" for Hamburg.
Account Number	Account number of the levy account.
own flag	Type of deferment request.
Description	Free description of the levies account.

9. To create a customs account for Switzerland, proceed as follows:

a) Fill at least all of the mandatory fields out.

Field	Description
Account Number	Account number of the levy account.
Description	Free description of the levies account.

b) To select an address for the levies account, click on the + icon in the **Addresses** table:



Important: The address must be allocated to the same economic operator as the levies account.

The window **Select an Address** opens.

c) Highlight an address.

d) If you would like to select another address, click on the **Add** button.

e) To save the selected address, click on the **OK** button.

The address is shown in the **Addresses** table.

10. In the area **Actions**, click on the entry **Save**.

The levies account is shown in the **Trader/Deferment account** tab.