



Inward processing 1.13

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

[2] www.zoll.de

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1 Inward processing Germany

This chapter describes the inward processing for Germany.

You can carry out the *inward processing* with the following approval procedure:

- Simplified declaration procedure
- Local clearance procedure

The inward processing procedure is declared in DAKOSY GE with the following types of operations:

- AVDS (Inward Processing Declaration Simplified (final))
- APDS (Inward Processing Declaration Simplified Preliminary)
- AVXS (Inward Processing Periodic Declaration)

2 Inward processing declaration simplified (final) for Germany

This section describes the inward processing declaration simplified (final) for Germany.

The inward processing declaration simplified (final) for Germany are registered with the type of declaration AVDS in DAKOSY GE. The type of declaration is selected when creating a customs declaration.

The registration of the AVDS can occur incompletely, for example with missing documents. In order to effect acceptance of the customs declaration, the declaration must contain minimum information. The missing data of several simplified customs declarations or clearance notifications are periodically, e.g. monthly, summarised in the form of a *supplementary customs declaration (EGZ)* and submitted. Only then the import duty occurs.

The procedure must be approved in advance by the competent central customs office.

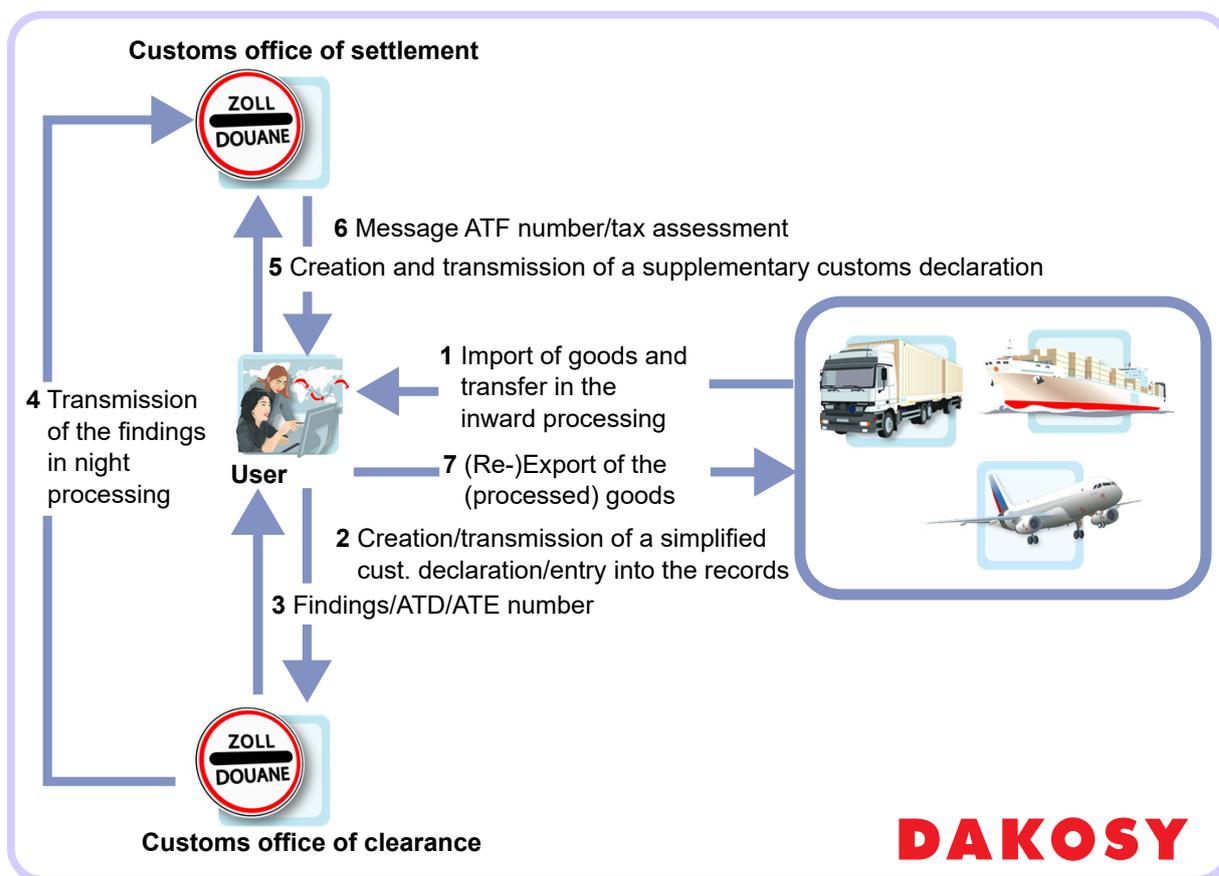


Figure 1: Inward processing declaration simplified (final)

1. The user receives *non-community goods* and would like to declare these with an inward processing declaration simplified (final) (according to its authorization by customs) and transfer them to the inward processing procedure.
2. The user creates an inward processing declaration simplified (final) and sends this to the customs office of clearance.
3. The user receives findings from the customs office of clearance with a registration number.
 - Simplified customs declaration: Z-number
 - Clearance notification: Z-number
4. In der night-time settlement the findings are archived and transferred by the customs office of clearance to the customs office of settlement.
5. In a defined period (billing period) the user creates a supplementary customs declaration (EGZ), in which all declarations with a findings can be integrated. The user sends this supplementary customs

declaration sends to the customs office of settlement. The D.V.1 data (customs value data) are also sent.

6. The user receives an ATF number and, after the end of the settlement period, a tax assessment from the customs office of settlement.
7. The inward processed goods are (re)exported.

2.1 AVDS - Create inward processing declaration simplified (final)

This section describes how to create an inward processing declaration simplified (final) for Germany.

In order to be able to participate in the customs procedure, you need one of the following authorizations from the main customs office:

- An authorization for the local clearance procedure, specialist procedure for inward processing
- An authorization for the local clearance procedure, specialist procedure for inward processing

You can find instructions on an authorization in the chapter [Create customs authorization](#) on page 16.

1. Select the menu entry **Start > customs declaration**.
2. In the area **Related actions**, click on the entry **Create customs declaration**. This opens the window **New Customs Declaration**.
3. Select the customs procedure **AVUV**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **AVDS - Inward Processing Declaration Simplified (final)**.
6. Enter a clear **Reference-Number**.

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

7. Click on **OK**. This opens the **Customs Declaration DE: Inward Processing Declaration Simplified (final)** tab.
8. Fill out the fields of the tab **General**.

 **Important:** For the field **Decl. Mode**, choose the value VAV or AAV.

 **Tip:** Here, the mandatory field check for the simplified customs declaration/clearance notification applies. Further details may be required in the EGZ. In order to display the mandatory field check of the EGZ, activate the check box **Full Validation**.

Field	Description
Record Date	Date of entry into the records. The date must be stated if it is a clearance notification.
Decl. Mode	Depending on the type of customs declaration selected, the type of customs declaration is displayed.
Declaration Type B	Depending on the type of customs declaration selected, the type of customs declaration is displayed. This type of declaration cannot be changed.

 **Important:** The authorization for the simplified procedure must be deposited with the economic operator.

9. Click on the tab **Further Details**.

The tab opens automatically. Here, you can enter container numbers as well as documents. You can add them using the icon +.

 **Important:** The documentation area is not shown as a mandatory field in the ATLAS procedure. For customs clearance of "normal" purchase transactions and when specifying a customs value, state the document code **N380** (commercial invoice), the invoice number and the date of the invoice. Failing to provide this information may result in refusals by customs.

 **Tip:**

- You can specify a maximum of 9 container numbers.
- At the header level of the customs declaration, only documents from the certification area 4 "**Sonstige Unterlage**" (**Unterlagen zur Zollanmeldung und Unterlagen zur Position**) are valid.

10. Click on the tab **Preceding Papers**.

11. Select the **Prev. Doc. Type**.

Depending on the type of previous document, the mandatory fields that must be filled in change.

 **Important:** The previous document type **OHNE** is not allowed for the entry into the records.

12. Record the previous document number via the icon +.

This opens an entry mask for recording.

 **Tip:** If you are dealing with completions for the summary declaration (ATB number) or the customs warehouse and these procedures are handled via DAKOSY GE, you can search for the ATLAS registration numbers using the search function.

13. Click on the tab **DV1**.

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Buyer/Seller relation type	Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field.
Relatedness Details	Exact information on the stated connection

You record general data on the customs data declaration on the tab **DV1**. You can record the cost positions in the position or have them calculated automatically via cost sharing.

 **Important:** The D.V.1 data is not yet sent to ATLAS in the first step. The data must not be available until the supplementary customs declaration is transmitted. However, you can enter the data in advance.

 **Tip:**

- If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

14. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
15. Click on the icon .
A new position is created.
16. Fill out the mandatory fields for this position.

 **Tip:**

- You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 19.
- If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document 4 / 7_{HHF}.

Field	Description
Section Code	The customs office assigns the department responsible for billing. If no department is stated, a value must be entered, e.g. XX.

17. Click on the tab **Item Details/Further Details**.

 **Tip:**

- If the tobacco tax is paid using revenue stamps for the clearance of tobacco products for free circulation, enter the number on the revenue stamp in the field **Tobacco Duty ID** as a validation mark.
- Enter handling instructions for the position in the field **Additional Remarks**.
- Salary information is only permitted if the field **customs quantity** is filled in.

18. Click on the tab **Item Details/Documents**.

 **Tip:**

- For preference customs payments, specify the proof of preference, for example, a movement certificate. Failing to provide this information may lead to deviations in the collection of customs duties.
- To enter documents for several positions, click on the icon . In the window **Documents** enter the documents and assign them to the individual positions.

19. Go to the tab **Item Details/DV1** and record the cost positions with the icon , depending on the type of transport and delivery condition.

 **Tip:**

- In the simplified procedure, you must first enter the D.V.1 data in the supplementary customs declaration. If you already enter the D.V.1 data in the simplified customs declaration or the clearance notification, you have no need to carry out the step for the supplementary customs declaration.
- Here, costs must only be recorded if the D.V.1 **D.V.1. Mark** was set to **1 - Angaben zur D.V.1 vorhanden**.

Field	Description
IATA Airport	IATA code of the departure airport. An entry in this field is considered an application for apportioning air freight costs according to Annex 23/01 CC. The value of the field will be taken from the header data. The air freight costs (charge code LK) will not be apportioned if this field is left blank.

Field	Description
Import Tax Costs (man.)	Other costs factors that are allocated to the ITT costs are entered in this field. This may be necessary in cases of anti-dumping or outward processing, for instance. State the inland transport costs for FOB deliveries in this field.
Import Tax Costs (autom.)	The ITT costs calculated from the D.V.1 data are shown in this field. The value cannot be changed.
Import Tax Costs (Sum)	The sum of the fields Import Tax Costs (man.) and Import Tax Costs (autom.) are shown in this field. The value is transmitted to ATLAS.

 **Tip:**

- Enter the data as follows:
 - Enter the **Cost Type 010 - Lieferungskosten bis Ort des Verbringens (Beförderung)** as a surcharge.
 - Enter the **Cost Type 014 - Beförderungskosten nach Ankunft am Ort des Verbringens** as a deduction.
 - Enter insurance premiums and loading costs also as a surcharge.
 - Enter anti-dumping customs or customs and taxes for DPP deliveries as a deduction.
- If you have costs positions that must be shared among all positions, please use cost sharing. You can find this in every position. Alternatively, access the cost distribution via the icon .
- You can select the **Rate Type** for the conversion rates.
- If you do not want to send any D.V.1 to customs, but want to use the functionality to calculate the customs value, activate the field **General** on the tab **Calculate Customs Value**.

20. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
21. To send the customs declaration, click on the entry **Send** in the area **Actions**.
22. Close the customs declaration.
23. Check the customs declaration for responses.

 **Important:** If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 21.

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

- If it is a simplified customs declaration and the customs declaration is free of errors, customs sends a message for the declaration and an ATD number.
- If it is a clearance notification (AZ) and the customs declaration is free of errors, customs sends a message for the declaration and an ATE number.

The status of the customs declaration changes to **Registered**.

**Important:**

- Over night, the addressed customs office forwards the data to the customs office of clearance. The status changes to **Notification Findings**. To be transferred to the supplementary customs declaration, a declaration must have the status **Notification Findings**.
- You can only transfer items with a finding in the supplementary customs declaration. You can manually set the status of clearance notifications which do not get any electronic findings to the status required for a supplementary customs declaration.
 1. Change to the Overview **vZA/AZ overview**.
 2. Highlight the declaration and click on the entry **AV - set manual findings** in the area **Actions**.

3 Inward processing declaration simplified preliminary for Germany

This chapter describes the inward processing declaration simplified preliminary for Germany.

Inward processing declaration simplified preliminary is entered with the declaration type APDS in DAKOSY GE. The type of declaration is selected when creating a declaration.

The entry of the AVDS can be incomplete, for example if documents are missing. In order to effect acceptance of the customs declaration, the declaration must contain minimum information. The missing data of several early simplified customs declarations are periodically, e.g. monthly, summarised in the form of a *supplementary customs declaration* and subsequently submitted. Only then the import tax occurs.

The procedure must be approved in advance by the competent central customs office.

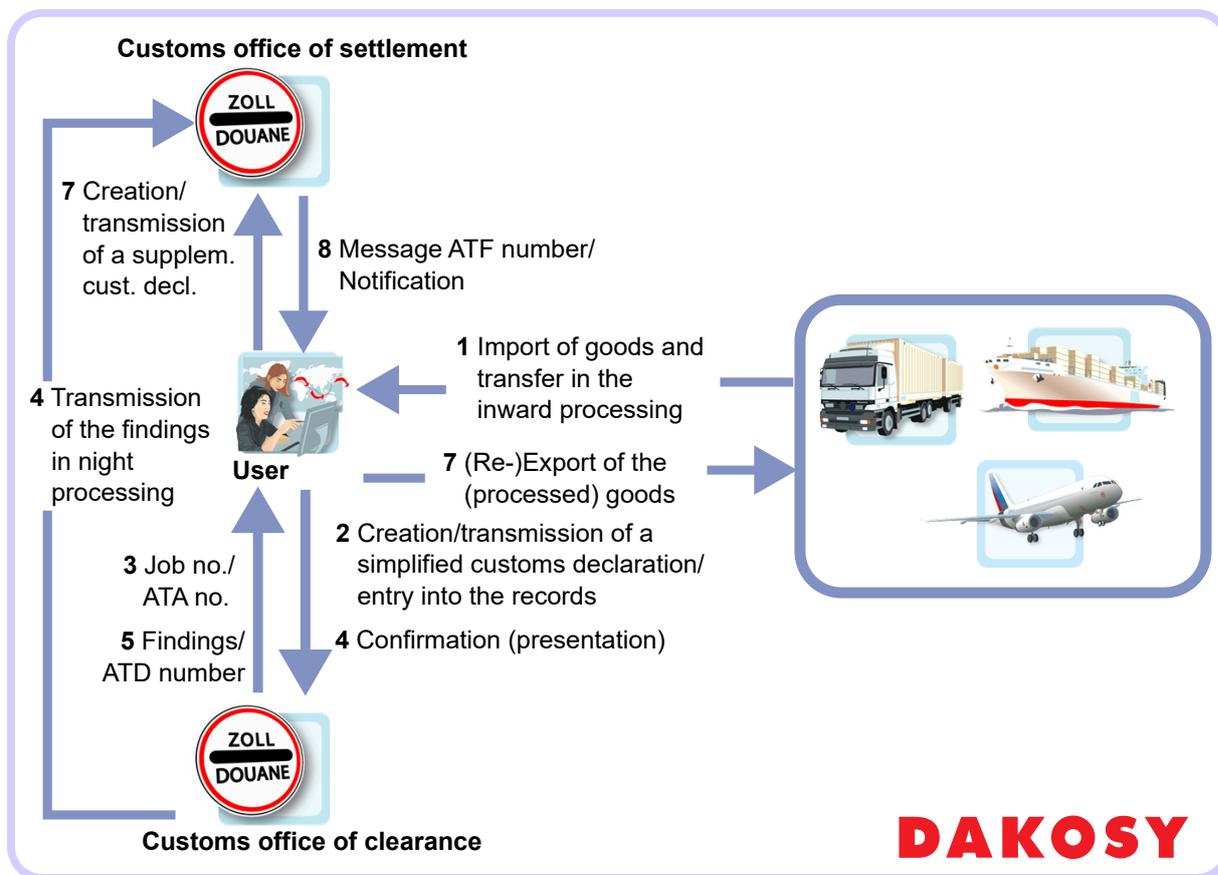


Figure 2: Inward processing declaration simplified preliminary

1. The user receives *non-Community goods* and would like to declare it with an inward processing declaration simplified preliminary and transfer it to the inward processing procedure.
2. The user creates an inward processing declaration simplified preliminary and sends it to the customs office of clearance.
3. The user receives a customs decision and an acceptance of the inward processing declaration simplified preliminary with a job number (ATA number) from the customs office of clearance.
4. The user sends a confirmation of the customs declaration to the customs office of clearance und presents therewith the goods.
5. The user receives findings from the customs office of clearance with a registration number (ATD number).
6. In der night-time settlement the findings are archived and transferred by the customs office of clearance to the customs office of settlement.

7. In a defined period the user creates a supplementary customs declaration (EGZ), in which all declarations with a findings can be integrated. The user sends this supplementary customs declaration sends to the customs office of settlement. The D.V.1 data (customs value data) are also sent.
8. The user receives an ATF number and, after the end of the settlement period, a tax assessment from the customs office of settlement.
9. The inward processed goods are (re)exported.

3.1 APDS - Create inward processing declaration simplified preliminary

This section describes how to create an inward processing declaration simplified preliminary for Germany.

In order to be able to participate in the customs procedure, you need the following authorization from the main customs office:

- An authorization for the simplified customs declaration (vZA), specialist procedure for inward processing

You can find instructions on an authorization in the chapter [Create customs authorization](#) on page 16.

1. Select the menu entry **Start > Customs Declaration**.
2. In the area **Related actions**, click on the entry **Create new customs declaration**. This opens the window **New Customs Declaration**.
3. Select the customs procedure **AVUV**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **APDS - Inward Processing Declaration Simplified Preliminary**.
6. Enter a unique reference number in the field **Reference Number**.



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

7. Click on **OK**. This opens the **Customs Declaration DE: APDS - Inward Processing Declaration Simplified Preliminary** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change with the entries you make.



Important: The authorization for the simplified procedure must be deposited with the economic operator.



Tip: Here, the mandatory field check for the simplified customs declaration/clearance notification applies. Further details may be required in the EGZ. In order to display the mandatory field check of the EGZ, activate the check box **Full Validation**.

9. Click on the tab **Further Details**. The tab opens automatically. Here, you can enter container numbers as well as documents. You can add them using the icon .



Important: The documentation area is not shown as a mandatory field in the ATLAS procedure. For customs clearance of "normal" purchase transactions and when specifying a customs value, state the document code **N380** (commercial invoice), the invoice number and the date of the invoice. Failing to provide this information may result in refusals by customs.

 **Tip:**

- You can specify a maximum of 9 container numbers.
- At the header level of the customs declaration, only documents from the certification area **4 "Sonstige Unterlage" (Unterlagen zur Zollanmeldung und Unterlagen zur Position)** are valid.

10. Click on the tab **Preceding Papers**.
11. Select the **Prev. Doc. Type**.
Depending on the type of previous document, the mandatory fields that must be filled in change.
12. Record the previous document number via the icon **+**.
This opens an entry mask for recording.

 **Tip:** If you are dealing with completions for the summary declaration (ATB number) or the customs warehouse and these procedures are handled via DAKOSY GE, you can search for the ATLAS registration numbers using the search function.

13. Click on the tab **DV1**.

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Buyer/Seller relation type	Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field.
Relatedness Details	Exact information on the stated connection

You record general data on the customs data declaration on the tab **DV1**. You can record the cost positions in the position or have them calculated automatically via cost sharing.

 **Important:** The D.V.1 data is not yet sent to ATLAS in the first step. The data must not be available until the supplementary customs declaration is transmitted. However, you can enter the data in advance.

 **Tip:**

- If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

14. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
15. Click on the icon .
A new position is created.
16. Fill out the mandatory fields for this position.

Tip:

- You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 19.
- If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document 4 / 7^{HHF}.

Field	Description
Section Code	The customs office assigns the department responsible for billing. If no department is stated, a value must be entered, e.g. XX.

17. Click on the tab **Item Details/Further Details**.

Tip:

- If the tobacco tax is paid using revenue stamps for the clearance of tobacco products for free circulation, enter the number on the revenue stamp in the field **Tobacco Duty ID** as a validation mark.
- Enter handling instructions for the position in the field **Additional Remarks**.
- Salary information is only permitted if the field **customs quantity** is filled in.

18. Click on the tab **Item Details/Documents**.

Tip:

- For preference customs payments, specify the proof of preference, for example, a movement certificate. Failing to provide this information may lead to deviations in the collection of customs duties.
- To enter documents for several positions, click on the icon . In the window **Documents** enter the documents and assign them to the individual positions.

19. Go to the tab **Item Details/DV1** and record the cost positions with the icon **+**, depending on the type of transport and delivery condition.

Tip:

- In the simplified procedure, you must first enter the D.V.1 data in the supplementary customs declaration. If you already enter the D.V.1 data in the simplified customs declaration or the clearance notification, you have no need to carry out the step for the supplementary customs declaration.
- Here, costs must only be recorded if the D.V.1 **D.V.1. Mark** was set to **1 - Angaben zur D.V.1 vorhanden**.

Field	Description
IATA Airport	IATA code of the departure airport. An entry in this field is considered an application for apportioning air freight costs according to Annex 23/01 CC. The value of the field will be taken from the header data. The air freight costs (charge code LK) will not be apportioned if this field is left blank.
Import Tax Costs (man.)	Other costs factors that are allocated to the ITT costs are entered in this field. This may be necessary in cases of anti-dumping or outward processing, for instance. State the inland transport costs for FOB deliveries in this field.
Import Tax Costs (autom.)	The ITT costs calculated from the D.V.1 data are shown in this field. The value cannot be changed.

Field	Description
Import Tax Costs (Sum)	The sum of the fields Import Tax Costs (man.) and Import Tax Costs (autom.) are shown in this field. The value is transmitted to ATLAS.



Tip:

- Enter the data as follows:
 - Enter the **Cost Type 010 - Lieferungskosten bis Ort des Verbringens (Beförderung)** as a surcharge.
 - Enter the **Cost Type 014 - Beförderungskosten nach Ankunft am Ort des Verbringens** as a deduction.
 - Enter insurance premiums and loading costs also as a surcharge.
 - Enter anti-dumping customs or customs and taxes for DPP deliveries as a deduction.
- If you have costs positions that must be shared among all positions, please use cost sharing. You can find this in every position. Alternatively, access the cost distribution via the icon .
- You can select the **Rate Type** for the conversion rates.
- If you do not want to send any D.V.1 to customs, but want to use the functionality to calculate the customs value, activate the field **General** on the tab **Calculate Customs Value**.

20. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
21. To send the customs declaration, click on the entry **Send** in the area **Actions**.
22. Close the customs declaration.
23. Check the customs declaration for responses.



Important: If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 21.



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

If the customs declaration is free of errors, customs sends a message for the declaration and an ATA number. The status of the customs declaration changes to **Registered**.

24. To reopen the customs declaration, double click on the customs declaration in the overview. This opens the **Customs Declaration DE: APDS - Inward Processing Declaration Simplified Preliminary** tab.
25. In the area **Actions**, click on the menu entry **Confirm customs declaration**.
If the customs declaration is free of errors, customs sends a message for the declaration and an ATA number. The status of the customs declaration changes to **Registered**.



Important: Over night, the addressed customs office forwards the data to the customs office of clearance. The status changes to **FINDING**. To be transferred to the supplementary customs declaration, a declaration must have the status **FINDING**.

4 AVXS - Create inward processing periodic declaration

This section describes how to create an inward processing periodic declaration for Germany. At **AV Periodic Declaration**, declarations can be examined for their status, a new inward processing periodic declaration can be created or declarations can be added to an existing inward processing periodic declaration.

In order to be able to participate in the customs procedure, you need one of the following authorizations from the main customs office:

- An authorization for the local clearance procedure, specialist procedure for inward processing
- An authorization for the local clearance procedure, specialist procedure for inward processing
- You can find out how to enter authorizations in chapter [Create customs authorization](#) on page 16.

1. Select the menu entry **Start > Customs Declaration**.
2. Click on the entry **AV Periodic Declaration** in the **Overviews** area.
3. Click on the menu entry **AV - (VZA/AZ)** in the **Overviews** area.

This opens the overview **AV vZA/AZ**.

For declarations with findings, the field **operative date** is filled out with the date of the findings/ notification date. The field remains empty without findings, which is why the settlement period must be left empty when searching for notifications without findings.



Important:

- You can only transfer items with a finding in the inward processing periodic declaration.
- If you want to process several customs declarations via one inward processing periodic declaration, you can only select simplified customs declarations or notifications, but you cannot mix them.



Tip:

- Enter declarations either with the address code of the declarant or with the customs number of the declarant. The system handles the declaration types differently.
- If you want to transfer several AV/UV vZA/AZ positions, the values in the following fields must match:
 - **Procedure**
 - **Receiver=Declarant**
 - **Input Tax Reduction**
 - **Declarant**

4. Select one or more AV/UV vZA/AZ declarations.
 - To select multiple AV/UV vZA/AZ declarations, press and hold Ctrl and select multiple AV/UV vZA/AZ declarations.
 - To move several consecutive AV/UV vZA/AZ declarations, select the first AV/UV vZA/AZ declaration, hold down the key Shift and choose the last AV/UV vZA/AZ declaration.



Tip: AV/UV vZA/AZ declaration that have not yet been assigned to an inward processing periodic declaration can also be attached to an existing inward processing periodic declaration.

5. In the area **Actions**, click on the menu entry **AV - create supplementary XS**. This is the simplest form of creating an inward processing periodic declaration, since the application automatically compiles the declarations.

 **Tip:** Alternatively, create an inward processing periodic declaration from the overview of customs declarations by clicking in the area **Related actions** on the entry **Create new customs declaration**.

This opens the window **New Customs Declaration**.

6. Enter a clear **Reference-Number**.

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

7. Click on **OK**.

This opens the **Customs Declaration DE: AVXS - Inward Processing Periodic Declaration** tab.

8. Fill out the fields of the tab **Disposition**. The mandatory fields can change with the entries you make.

 **Tip:** Depending on the selected declarations, the fields are filled automatically.

Field	Description
Message Function	Function of the supplementary customs declaration, for example a complete transmission or supplement.

 **Tip:** If you want to search for more AV/UV vZA/AZ declarations, click the button **Search**.

9. You have several options:

- To add an AV/UV vZA/AZ declaration to the inward processing periodic declaration, select the AV/UV vZA/AZ declaration and click the icon →.
- To add all AV/UV vZA/AZ declarations to the inward processing periodic declaration, click the icon ↶.

 **Tip:** If the holder of the authorization and the communication participant are not identical, a CUSREC message for manual completion of a declaration cannot be received from the holder of the authorization. This means that the declaration is still offered for transfer to the supplementary customs declaration. Operations for manual completion can be highlighted in the overviews **AV vZA/AZ** and **AV - Positions**. Right-click on a declaration or a position and choose the item **set manual completion** or **reset manual completion**.

10. Click on the tab **Goods Items**.

In the left column of the table the AV/UV vZA/AZ declarations are displayed, which were found on the tab **Disposition** during the search. In the middle column of the table the AV/UV vZA/AZ declarations are displayed, that have already been transferred.

 **Tip:** Alternatively, add AV/UV vZA/AZ declarations to the AV/UV-EGZ in the tab **Goods Items**.

11. You have several options:

- To add an AV/UV vZA/AZ declaration to the inward processing periodic declaration, select the AV/UV vZA/AZ declaration and click the icon →.
- To add all AV/UV vZA/AZ declarations to the inward processing periodic declaration, click the icon ↶.
- To add an AV/UV vZA/AZ position to the inward processing periodic declaration, select the AV/UV vZA/AZ position and click the icon ⌘.
- To delete an AV/UV vZA/AZ declaration from the inward processing periodic declaration, select the AV/UV vZA/AZ declaration and click the icon 🗑️.

12. If there are still errors in individual positions, this is displayed in the overview. To edit it, click on the position.
The header data of the AV/UV vZA/AZ declaration is displayed.
13. Click on the goods position.
14. Enter missing data and correct incorrect entries.



Important: Only items with the status Ready to send in the inward processing periodic declaration are transferred to the customs office of clearance.

15. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
16. To send the customs declaration, click on the entry **Send** in the area **Actions**.
17. Close the customs declaration.
This opens the overview **AV vZA/AZ**.



Tip: Each transferred position is assigned a supplementary customs declaration reference number.

18. Click on the entry **Customs Declaration** in the area **Overviews**.
This opens the overview **Customs declarations**. If the customs declaration is free of errors, customs sends a message for the declaration and an ATF number. The status of the customs declaration changes to **Registered**.
19. Check the receipt data from ATLAS. Positions can be suspended due to errors.
20. Double click to open the inward processing periodic declaration.
21. Click on the tab **Messages & Status**.
22. Highlight the row of the table with the incoming message.
The messages for the notification are shown in the area **Message Preview**. The **Head Messages** table shows how many valid positions the inward processing periodic declaration has.
23. Check the **Positions Messages** table.



Important: If a position has an error (ERR), the position is rejected completely. You must correct the position and resend it in the inward processing periodic declaration.

- In case of a warning (WRG) you have to correct the position and send it with the function 36.
- With information (INF), no further actions are necessary.

If the customs declaration is free of errors, customs sends a notification. The status of the customs declaration changes to **Notification Dues**. You can print out the notification sent by customs.



Important: Once you have received a tax assessment, you can no longer register any positions. To report further positions, create a new inward processing periodic declaration and fill the field **Message Function** with the value 47 or 9.

5 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.

6 Create article

This section describes how to create an article.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **Create commodity code**.
This opens the **Commodity codes** tab.
3. Fill at least all of the mandatory fields out on the **General** tab.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Volume per package	Volume per parcel

4. You have the option to enter translations for the goods description. To add a new translation, proceed as follows:
 - a) Click on the **+** icon in the **Goods description (Translations)** area.
The window **Edit translation** opens.
 - b) Fill out the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Goods description (Translations)** area.
5. To enter dangerous goods data for the article, click on the tab **Dangerous** and fill in the fields.
6. To enter data for the shipment, click on the **Cargo** tab and fill out the fields.
7. To enter data for customs declarations, click on the **Customs** tab.



Tip: If you fill out the **Customs goods description** field, the goods description for customs declarations will be taken from this field. If you do not fill out this field, the commodity description will be taken from the tab **General**.

8. To enter goods numbers for customs procedures in different countries, proceed as follows:
 - a) Click on the flag of the relevant country in the **Customs tariff numbers** area. Depending on the settings, not all countries are visible.
The window **Edit a Tariff number** opens.
 - b) Fill out at least the mandatory fields.
 - c) Click on the button **OK**.
The goods number is shown in the **Customs tariff numbers** area with the relevant country code.

9. You have the option to enter translations for the customs goods description. To add a new translation, proceed as follows:
 - a) Click on the + icon in the **Customs goods description (Translations)** area.
The **Edit translation** window opens.
 - b) Fill out at least the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Customs goods description (Translations)** area.
10. You can enter documents for customs declarations. To enter documents, proceed as follows:
 - a) Click on the tab of the relevant land.
 - b) Click on the tab **Documents**.
 - c) Click on the icon +.
The window **Edit a document** opens.
 - d) Fill out at least the mandatory fields.
 - To enter further documents, click on the **Add** button.
 - To complete the entry, click on the button **OK**.

The document is shown in the table.
You can find an overview of the documents entered on the **Customs/Documents** tab.

 **Tip:** If you select the article in a customs declaration, the documents stored will be adopted in the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill out the fields.
12. In the area **Actions**, click on the entry **Save**.
The article is shown in the overview **Commodity codes**.

6.1 Create article (shortcut)

This section describes how to create an article using the shortcut.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.
 - a) Right click in the **Article Code** field.
 - b) Select the menu entry **Create article** from the context menu.
The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.
3. Fill out at least the mandatory fields.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.

Field	Description
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Inventory unit	Measurement units in which the items are kept in the inventory of the customs warehouse.
Batch management required	If the check box is activated, the article must be handled as a batch.
Tariff no.	8-digit customs tariff number of the combined nomenclature/tares
Tarice	The 9th and 10th Digit in the customs tariff number (TARIC)
National	11th, purely national digit in the overall customs tariff number
Valid from	Date from which the goods number may be used.
Valid to	Date until which the goods number may be used.
Supplement	The additional code depends on the commodity number. Additional codes may refer to current trade policies or technical customs procedures that are missing in the <i>Electronic Customs Tariff</i> .

4. You have several options:

- To save the article and enter another article, click on the **Save & New** button.
- To save the article, click on the **Save** button.
- To abort the creation of an article, click on the **Cancel** button.

The article created is shown in the overview **Commodity codes**.

7 Edit error (customs)

This section describes how you can find and remedy errors using the example of a customs declaration.

Erroneous customs declarations are recognisable in the overview **Customs declarations** by the status in the column **Status**. The statuses have different names according to the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
The customs declaration is opened in a new tab.

2. Click on the tab **Customs System Messages&Status**.

3. Highlight the row of the table with the incoming message.

The messages are shown in the area **Message Preview**.

The responses have different weightings.

- Errors (**Error**) – Customs has refused the declaration because it contains errors.
- Warning (**Warning**) – Customs informs you of an error that has not resulted in the declaration being refused.
- Information (**Information**) – Customs has sent a message.

The details of the message are shown in the column **Text**.

4. Double-click on the row with the message text.

Depending on the type of error, a window with additional information on the error will open.

5. You now have the following options:

- Remedy error, save customs declaration and resend.
- Remedy errors at a later point.

8 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.

 **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](#) on page 22.

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

Field	Description
Available Document Types	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • 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.

 **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**.

 **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.

8.1 Print/fax/mail message

This section describes how you print a message, for example a processing message (CUSREC). You can also fax the message or create it as a pdf file.

The print dialog *Print/fax/mail document* auf Seite 22 is based on the current database of the customs declaration. To print multiple incoming messages, a print per message receipt can be created on the **Messages & Status** tab.

Following messages can be printed:

- **CUSREC - information on declaration**
- **CURREL - decision of customs office for customs declaration**
- **CUSTAX - decision/result**
- **CUSTST - Verwahrungsmitteilung**
- **CUSFIN - summary declaration completion information**

1. Open the tab **Messages & Status** of the customs declaration.
2. Highlight the message receipt.
3. Right-click with the mouse.
4. Select the menu item **print**.
This opens the window **Reprint:Documents**.
5. Highlight the form in the area **Unassigned DocumentTypes**.

Field	Description
Unassigned DocumentTypes	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • 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.

6. 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.



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.

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



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.

9 Contact information

You will find contact information in this section.

In case of specific questions, please contact the customs office competent for you. Further contact possibilities:

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
- Telephone: [+49 \(0\)40 3786 0990](tel:+49(0)4037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Specific questions on customs

- Contact partner: Central information customs
- Telephone: [+49 \(0\)351 4483 4520](tel:+49(0)35144834520)
- Email: info.gewerblich@zoll.de

Specific questions ATLAS

- Contact partner: Service Desk ITZBund
- Telephone from within Germany: [0800 8007 5451](tel:080080075451)
- Telephone from outside Germany: [+49 \(0\)69 2097 1545](tel:+49(0)6920971545)
- Email: servicedesk@itzbund.de