



Order 1.2

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

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1 Order

This section describes the main module Order.

Following functions are at your disposal:



- Master data management
- Creation of pdf documents
- Order creation
- Consolidation functions
- Customer-individual statistics

The main module Order can be combined with the service modules Offers, Stock, Invoicing and Job Costing, Customs Declarations and Customs Warehouse.


1.1 Create order

This section describes how to create an order.

1. Select the menu entry **Start > Order**.
2. To create a new order, click on the entry **New Order** in the area **Related actions**. This opens the window **New Order**.
3. Enter a clear order 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.

4. Select the order type.
 - **Direct**
 - **House**
 - **Back-to-Back**
 - **Master**

 **Tip:**


- Customer-specific settings can be made if necessary. Please contact servicedesk@dakosy.de.
- You can select a template via the **Template** field; this data is included in your shipment.
- You can find instructions on creating a consol shipment in section [Create consol order](#) on page 3.




5. Click on the button **OK**. This opens the **Order** tab.
6. Fill out at least the mandatory fields.

Field	Description
Service	Date of service
Language	Language
Direction of trade	Select the direction of transport: <ul style="list-style-type: none"> • General • Export • Import

Field	Description
Customer	Address of the customer
Shipper	Address of the consignor/exporter
Consignee	Address of the consignee of the goods
Invoice receiver	Labelling of parcels
Inco Terms	Type of delivery condition according to Incoterm. If the delivery condition is identical for all goods positions, fill out the field in the header. If the delivery condition is different for all goods positions, fill the field out for each position.
Container	Container number (format: XXXU1234567). You can enter additional containers on the following tabs.
Type	Container-ISO-Code
Weight	Total weight of the container
Nature of Goods	Description of the goods


7. Open the tab **Addresses** to adjust the addresses for printing.
 - a) Now right click with the mouse in the text field.
 - b) Select the menu entry **Maintain one-time-customer**.
 - c) Fill out the field **Formatted Text**.
8. To enter additional addresses, open the tab **Additional Addresses** and click on the + icon.

 **Tip:** Additional addresses will be checked as part of the sanctions list check for the order.


9. To enter data for the transport, open the **Transport** tab and fill in the relevant fields.
10. To enter reference, open the tab **References** and click on the + icon.
11. If you use the incoming voucher module (Job Costing), you can enter returns. To enter returns, open the tab **Calculation** and click on the + icon.
12. Click on the tab **Goods**.
An overview of all goods in this dossier is displayed. The goods are divided according to **Container** and **Unassigned Goods**.
13. You have several options:
 - To enter a container, click on the  icon.
 - To enter bulk cargo in a container, highlight the container and click on the  icon.
 - To enter loose bulk cargo, click on the  icon.

A new position is set up.

14. Fill in at least the required fields of the position.


 **Tip:** You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 8.

15. To enter envisaged costs, open the tab **Notification of Charges** and click on the + icon.


 **Tip:** To enter envisaged costs, you need the outgoing voucher module (Invoicing).

16. If there are no fields for customer-specific documents in the order, DAKOSY defines print texts. To enter these texts, open the **Print Texts** tab.

- 17. To save the order, click on the menu entry **Save** in the area **Actions**.
The order is displayed in the overview.
- 18. You have several options:
 - To print out documents (e.g. the file cover sheet, booking confirmation) from the order, click on the menu entry **Actions** in the area **print**. For instructions on how to print, see section [Print/fax/mail document](#) on page 12.

 **Tip:** For a fee, you can deposit individual documents with a company logo, e.g. file covers or notifications.

- To create another document from the order, e.g. an outgoing voucher, a customs declaration or a transport order, click on the appropriate menu entry in the area **Documents**. The data which has already been entered is transferred into the document. A link is added on the tab **Info center** in the order and the document.



 **Tip:** You can create several customs declarations, transport documents, incoming- and outgoing vouchers for a single order.

- 19. Close the order.


1.2 Create consol order

This section describes how to create a consol order.

1. Select the menu entry **Start > Order**.
2. To create a new order, click on the item **New Order** in the area **Related actions**.
This opens the window **New Order**.
3. Enter a clear order 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.

4. Select order type **Master**.

 **Tip:**


- You can select a template via the **Template** field; this data is included in your shipment.
- You can find instructions on creating an order in section [Create order](#) on page 1.

5. Click on the button **OK**.
This opens the **Order** tab.
6. Fill out at least the mandatory fields.


Field	Description
Service	Date of service
Language	Language
Direction of trade	Select the direction of transport: <ul style="list-style-type: none"> • General • Export • Import
Customer	Address of the customer
Shipper	Address of the consignor/exporter

Field	Description
Consignee	Address of the consignee of the goods
Invoice receiver	Labelling of parcels
Inco Terms	Type of delivery condition according to Incoterm. If the delivery condition is identical for all goods positions, fill out the field in the header. If the delivery condition is different for all goods positions, fill the field out for each position.
Container	Container number (format: XXXU1234567). You can enter additional containers on the following tabs.
Type	Container-ISO-Code
Weight	Total weight of the container
Nature of Goods	Description of the goods


7. Open the **Disposition** tab. Enter search criteria and click the **Search** button.
8. To allocate a house, you must drag the house from the column **Unassigned Houses** to the column **Assigned Houses**. To remove an allocated house, you must drag the house from the column **Assigned Houses** back to the column **Unassigned Houses**.
 - To drag a single house, highlight the house. Click on the > or the < button.
 - To drag several houses, hold down the Ctrl key and highlight several houses. Click on the > or the < button.
 - To drag several consecutive houses, highlight the first house, hold down the Shift key and select the last house. Click on the > or the < button.
 - To drag all houses, click on the >> or the << button.

 **Tip:** You can also drag houses by clicking on one house, holding the mouse button down and moving the mouse.


9. Open the tab **Addresses** to adjust the addresses for printing.
 - a) Now right click with the mouse in the text field.
 - b) Select the menu entry **Maintain one-time-customer**.
 - c) Fill out the field **Formatted Text**.
10. To enter additional addresses, open the tab **Additional Addresses** and click on the + icon.

 **Tip:** Additional addresses will be checked as part of the sanctions list check for the order.


11. To enter data for the transport, open the **Transport** tab and fill in the relevant fields.
12. To enter reference, open the tab **References** and click on the + icon.
13. If you use the incoming voucher module (Job Costing), you can enter returns. To enter returns, open the tab **Calculation** and click on the + icon.
14. Click on the tab **Goods**.
An overview of all goods in this dossier is displayed. The goods are divided according to **Container** and **Unassigned Goods**.
15. You have several options for allocating goods from allocated houses.
 - To allocate a single good, highlight the good and click on the → icon.
 - To allocate all goods, click on the 🗉 icon.
 - To enter a container, click on the 📦 icon.
 - To enter loose bulk cargo, click on the 📦 icon.

 **Tip:** To remove the allocation for a good and add it to its house shipment again, highlight the good and click on the ← icon.

16. When you have set up a new position, fill out the mandatory fields for the position.

 **Tip:** You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 8.

17. To enter envisaged costs, open the tab **Notification of Charges** and click on the + icon.


 **Tip:** To enter envisaged costs, you need the outgoing voucher module (Invoicing).

18. If there are no fields for customer-specific documents in the order, DAKOSY defines print texts. To enter these texts, open the **Print Texts** tab.


19. To save the order, click on the menu entry **Actions** in the area **Save**. The order is displayed in the overview.

20. You have several options:

- To print out documents (e.g. the file cover sheet, booking confirmation) from the order, click on the menu entry **Actions** in the area **print**. For instructions on how to print, see section [Print/fax/mail document](#) on page 12.

 **Tip:** For a fee, you can deposit individual documents with a company logo, e.g. file covers or notifications.

- To create another document from the order, e.g. an outgoing voucher, a customs declaration or a transport order, click on the appropriate menu entry in the area **Documents**. The data which has already been entered is transferred into the document. A link is added on the tab **Info center** in the order and the document.

 **Tip:** You can create several customs declarations, transport documents, incoming- and outgoing vouchers for a single order.

21. Close the order.

2 Create one-time-customer

This chapter describes how to create one-time-customer and print addresses.

1. Click the right mouse button in an address field.
2. Select **Maintain one-time-customer** from the menu.
The window **Create a one-time customer** opens.
3. Fill at least all of the mandatory fields out.



Tip: If you activate the check box **Migrate Data to database**, you can add a one-off address in the customer master data and create a link. The link serves statistical purposes. Fill out the field **Code**.

4. To display the address as continuous text (print address), click on the icon ».
5. You can create a new *EORI number* from a **TIN/EORI** field.



Important: An EORI number may only be entered once. Please pay special attention to the validity period.

Proceed as follows:

- a) Right-click in the text field and select the menu entry **Create TIN/EORI/UID**.
- b) Fill out the fields **TIN/EORI/UID** and **Description**.
- c) Click on the button **OK**.
An economic operator (customs) is created.



Important: Only the fields **TIN/EORI/UID**, **Description** and **Branch number** are defined for the economic operator (customs) created. To be able to communicate successfully with ATLAS under this EORI number, first enter all necessary data, such as authorizations or customs places. To edit the economic operator, select the menu entry **Maintenance > Economic Operators (Customs)**.

6. To accept the address in the document, click on the button **OK**.

3 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**.

3.1 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**.

4 ISO container codes

This section describes the most frequently used ISO container codes.


In the following list, you can find the most frequently used ISO container codes. There are also other codes. If required, you can find further information online or at the relevant office.


Code	Description
22GO	20' standard container with doors at one or both ends
22G1	20' standard container with passive ventilation holes in the upper part of the cargo space.
22P1	20' flat container with fixed ends
22P3	20' flat container with fold-out sides
22R1	20' refrigeration container (reefer)
22T0	20' tank container for non-dangerous liquids
22T1	20' tank container for non-dangerous liquids
22T2	20' tank container for non-dangerous liquids
22T3	20' tank container for dangerous liquids
22T4	20' tank container for dangerous liquids
22T5	20' tank container for dangerous liquids
22T6	20' tank container for dangerous liquids
22T7	20' tank container for gases
22T8	20' tank container for gases
22U1	20' open-top container
42GO	40' standard container with doors at one or both ends
42G1	40' standard container with passive ventilation holes in the upper part of the cargo space
42P1	40' flat container with fixed ends
42P3	40' flat container with fold-out sides
42R1	40' refrigeration container (reefer)
42T2	40' tank container for non-dangerous liquids
42T5	40' tank container for dangerous liquids
42T6	40' tank container for dangerous liquids
42T8	40' tank container for gases
42U1	40' open-top container
45GO	40' high-cube standard container with doors at one or both ends
45G1	40' standard container with passive ventilation holes in the upper part of the cargo space
45P3	40' high-cube flat container with fold-out sides
45R1	40' high-cube refrigeration container (reefer)
45U1	40' high-cube open-top container

Code	Description
L2G1	45' standard container with passive ventilation holes in the upper part of the cargo space
L5G1	45' high-cube standard container with passive ventilation holes in the upper part of the cargo space

5 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](#).

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.

6 Contact information

You will find contact information in this section.

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
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- [Contact form](#)