Bill of lading 2.17

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

Trademarks

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1 Bill of lading (B/L)

Bills of lading can be printed and sent. The B/L can be created in a single step or as part of a sea freight export shipment.

There are the following types of B/L:

- Sea B/L
- House B/L
- Back-to-back
- Container B/L (consolidation)

1.1 Create bill of lading

This section describes how to create a bill of lading (B/L). Depending on the type of bill of lading, the mandatory field check will change. Different tabs and fields will be displayed.

Important:

- See-Bills of Lading cannot be checked for incorrect booking numbers when they are sent. Enter the correct booking number so the shipowner can process the sea B/L in their system.
- For Bills of Lading with a port of discharge in China, since 01.06.2018, the China Customs (CCAM) Regulation Order No. 56. In the master address data, first acquire a VAT number or a USCC number for the shipper, notify and consignee. Instructions can be found in the section *Create address* on page 10.

1. Select the menu entry **Start** > **Seafreight ExportHome**.
2. In the **Overviews** section, select the **Bill of Lading**.
   The overview **Recently used Bill of Lading's** opens.
3. In the **Related actions** section, select the + **Create new B/L**.
   The window **Create new B/L** opens.
4. Specify a unique **Shipment-No.**.

   Tip:

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

5. Select the type of bill of lading.

   - See-B/L
   - House-B/L

   Tip:

   - You can select a template via the **Template** field; this data is included in your shipment.
   - For instructions on how to create a container B/L, see the section *Create container B/L* on page 4.

6. Click the **OK**button.

   Tip: About the **Template** field you can select a master reference from which the data will be copied to your B/L.

   Depending on the menu entry selected, one of the following tabs will open.

- **Sea-B/L**
- **House-B/L**

> **Tip:** Alternatively, you can create a B/L from a Shipment. Click in the area 🔗 **Documents** on the entry **Sea-B/L** or **House-B/L**. The data already acquired will be transferred to the document.

7. Fill in the fields of the **General**tab. The mandatory fields may change depending on your input.

> **Tip:** Depending on the type of B/L, different fields must be filled.

For the See B/L, the following fields are submitted.

Field	Description
Liner Agent	The line agent is the consignee of the VGM.
B/L Originals, Copies	• Number of the original Bill of lading • Number of the original Bill of lading
Remarks	Remarks
Liner Agent Info	Remarks which are sent to the broker with the B/L.

8. To customize the addresses for printouts, open the tab **Addresses**.
   a) Right-click in the text box.
   b) Select the entry + **Maintain one-time-customer**.
   The **Create a one-time customer** window opens.
   c) Fill in the field **Formatted Text**.
9. If you are acquiring a bill of lading with a port of discharge in China, you need to enter additional information.

> **Important:** On 06/01/2018, for B/L transfers to China, the China Customs (CCAM) Regulation Order No. 56 came into effect. The regulation states that all shipments loaded, transhipped or discharged at a Chinese port must have the following information:
>
> - Company code information
> - Contact information of the sender
> - Contact details of the consignee
>
> You must first store the Company Code and contact data in the master address data. You can find instructions in the section *Create address* on page 10.

Capture the data in the bill of lading as follows:
a) Right-click in the appropriate text box.
b) Select the entry + **Maintain one-time-customer**.
If you have acquired a port of discharge in China, the field **TaxId**is automatically taken from the master address data.
c) Click **OK**.
d) Right-click in the text box again.
e) Select a user under the entry **Contact**.

10. To acquire additional addresses, open the **Additional Addresses** tab and click on the icon +.
11. Fill in the fields of the **Transport** tab.

> **Tip:** Fill in the field **Port Voyage ID**, all fields of the ship departure in the input mask will be filled. You can search for a ship departure.

For the sea B/L, fill in at least the following fields.

Field	Description
Port of Departure	UN/LOCODE of the port where the vessel is loaded.
Port of Discharge	UN/LOCODE of the port where the ship is discharged.
ShipName	Vessel name
Carrier	Ship owner
Booking Reference	Booking reference. The field is a mandatory field if dangerous goods are declared.

12. Click on the tab **Goods**.
The overview of all goods in the procedure is displayed. The goods are sorted by **Container** and **Unassigned Goods** separately.

> **Tip:** The data of the B/L must be split to send. To avoid errors in the transmission, do not acquire an empty line for the following lines.
>
> - Every 6th (11th, 16th, etc.) line of content
> - every 11th (21st, 31st, etc.) line of markup

13. To acquire a container, click on the icon .
A new item is created.

14. Fill in the fields of the **Container**tab.
For the See-B/L, fill in at least the following fields.

Field	Description
Container, Seal (CA)	• Container number (format: XXXU1234567) • Number of the customs seal
Type	Type of container
Nature of Goods	Description of goods
Gr. Weight	The gross weight comprises the net weight of the goods as well as the weight of the packaging, the filling material and the goods carrier.
Load State	What is the load state of the container?

15. To acquire the verified gross container weight, select the container and open the tab **VGM**. For instructions on how to acquire the verified gross container weight, see the section *Enter verified gross mass (VGM)* on page 7.

16. To acquire general cargo in a container, select the container and click on the icon .

> **Important:** For a container, at least a second packaging layer must be acquired in a B/L.

A new item is created.

17. Fill in the fields of the **description** tab.
For the See-B/L, fill in at least the following fields.

Field	Description
count, Type	• Number of parcels • Type of packaging

Field	Description
Gr. Weight	The gross weight comprises the net weight of the goods as well as the weight of the packaging, the filling material and the goods carrier.
Nature of Goods	Description of goods
Marks & Numbers	Labelling of parcels

18. To acquire loose general cargo, click on the icon.
A new position is created.
19. Fill in more required fields for the container or general cargo if required.

> **Tip:** You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 15.

20. To acquire references, open the **References** tab and click on the icon +.
21. To save the B/L, click in the ··· **Actions**, click on the **Save** entry.
The B/L is displayed in the overview.
22. To print or send the See B/L, click in the ··· **Actions** on the **Send**.
The window **Print or send Sea- B/L** opens. The B/L form numbers of the selected line agent are displayed.
23. Mark the B/L shape number by clicking on it. You have several choices.
    - To print and send the B/L, click on the **Print and send**.
    - To send the B/L, click the button **Send**.
    - To print the B/L, click on the button **print**.

> **Tip:** To send information to the broker, fill in the **Liner Agent Info**field.

The printed B/L is stored in the document filing.

- For instructions on how to open the document, see the section *Open document from document filing* on page 18.
- For instructions on how to print the document, see the section .

24. To print the House B/L, click in the ··· **Actions**, click on the **print**. For instructions on printing, see the section .
25. Check the sent B/L for feedback.

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

26. Close the B/L.

1.2 Create container B/L

This chapter describes how to create a container B/L. A container B/L is created from a consol-shipment.

1. Select the menu entry **Start** > **Seafreight ExportHome**.
2. Select the menu entry **Shipment** in the area **Overviews**.
This opens the overview.
3. To open the consol shipment, double click on the consol shipment in the overview.
This opens the **Shipment:Master** tab.
4. In the area **Appliance**, select the entry **Container-B/L**.
This opens the **Container-B/L** tab.
5. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Tip: Depending on the type of B/L, different fields have to be filled out.

The following fields are transmitted for the Container B/L.

Field	Description
Liner Agent	The line agent is the consignee of the VGM.
B/L Originals, Copies	• Number of the original Bill of lading • Number of the original Bill of lading
Remarks	Remarks
Liner Agent Info	Remarks which are sent to the broker with the B/L.

6. To customize the addresses for printouts, open the tab **Addresses**.
   a) Right-click in the text box.
   b) Select the entry + **Maintain one-time-customer**.
      The **Create a one-time customer** window opens.
   c) Fill in the field **Formatted Text**.
7. To acquire additional addresses, open the **Additional Addresses** tab and click on the icon +.
8. Fill out the fields of the tab **Transport**.

   Tip: Fill out the field **Port Voyage ID**, all fields of the vessel departure are filled in the entry screen. You can search for a vessel departure.

9. Click on the tab **Goods**.
   The overview of all goods in the procedure is displayed. The goods are sorted by **Container** and **Unassigned Goods** separately.

   Tip: The data of the B/L must be split to send. To avoid errors in the transmission, do not acquire an empty line for the following lines.

   - Every 6th (11th, 16th, etc.) line of content
   - every 11th (21st, 31st, etc.) line of markup

10. 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 divide a good and allocate it to another container, highlight the good and 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.

11. 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 15.

12. To acquire the verified gross container weight, select the container and open the tab **VGM**. For instructions on how to acquire the verified gross container weight, see the section *Enter verified gross mass (VGM)* on page 7.
13. To acquire references, open the **References** tab and click on the icon +.
14. To save the container B/L, click on the entry **Save** in the area **Actions**.
    The container B/L is shown in the overview.

15. To print or send the container B/L, click on the entry **Send** in the area **Actions**.
    The window **Print Container- B/L**. The B/L form numbers of the line agent selected are displayed.
16. Highlight the B/L form number by clicking on it. You have several options.
    - To print and send the container B/L, click on the button **Print and send**.
    - To send the container B/L, click on the button **Send**.
    - To print the container B/L, click on the button **print**.

    > **Tip:** To send information to the broker, fill out the field **Liner Agent Info**.

    The printed container B/L is saved in the document filing.
    - You can find instructions on how to open the document in section *Open document from document filing* on page 18.
    - You can find instructions on how to print the document in section *Print/fax/mail document from the document filing* on page 18.
17. To print out the container B/L, click on the item Print in the area Actions. For instructions on how to print, see section *Print/fax/mail document* on page 19.
18. Check the sent container B/L for responses.

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

19. Close the container B/L.

2 Verified gross container mass (VGM)

This section describes the verified gross container mass (VGM). The verified gross container mass must only be stated for seafreight containers.

The procedure is referred to by different names:

- Verified gross container mass
- Verified gross mass (VGM)

As of the 1 July 2016, amended SOLAS guidelines have been applicable. According to these guidelines, loaders and their transporters are obliged to provide the gross container mass to the carriers prior to planning loading. A ship-side loading may only be done if the quay operators have been provided with the verified container mass by the carriers.

According to the SOLAS guideline, the gross container mass must be notified by one of the following people:

- Shipper or freight carrier
- Transporter
- a person authorized by the transporter (obligor)

Two alternative measuring methods can be used to determine the gross container mass.

- The completely packed and sealed container is weighed.
- The weight is determined by adding the following components together:
  - Tare of the container
  - Weight of all parcels
  - Weight of all packaging, security and storage materials

The legislator has not published quality requirements for either of the measuring methods yet.

The following information must be sent to the carrier.

- the verified gross container mass
- the responsible person
- the container number
- the booking- or B/L number

No deadlines or closings have been stipulated for transmitting the verified gross container mass to the carrier. The notification must be done in a timely manner, at least 24 hours before the ship arrives (ETA). The carriers will probably stipulate deadlines for the notifications.

In DAKOSY GE, there are two possibilities for sending the verified gross container weight:

- The information is recorded in the B/L. The VGM is sent to the carrier with the B/L.
- If it is not possible to transmit the data with a B/L, a separate message ‘VERMAS’ can be sent to the carrier. The VERMAS can be sent independently of notification deadlines. In the future, the sender may provide with a confirmation that it has complied with the notification deadline in a timely manner.

2.1 Enter verified gross mass (VGM)

This section describes how to enter the verified gross container mass. The VGM is entered into the B/L and sent to the carrier. If it is not possible to send the VGM with a B/L, the data is recorded in a shipment and can be sent to the carrier as a message VERMAS.

1. Highlight the container in a B/L or a shipment on the tab **Goods**.
2. Open the tab **VGM**.
3. Fill out at least the fields **Verified Gross Mass**, **Responsible Person Name** and **Company in Charge** or **Representative**.

Field	Description
Verified Gross Mass	Verified gross container mass determined by the measurement methods stated.
Weighing Method	• Method I: The completely packed and sealed container is weighed. • Method II: The weight is determined by adding the tare of the container to the weights of the parcels and packaging, security and storage materials.
Responsible Person Name	Name of the person who is responsible for determining and passing on the VGM. The fields concerning the competent person are pre-filled with the values for the user who is logged in. The data can be changed. The competent person belongs to the competent company. If the field **Authorized Representative** has been filled out, the competent person belongs to the representative.
Email	Email address of the competent person.
Responsible Person Tel	Telephone number of the competent person.
Fax	Fax number of the competent person.
Company in Charge	Company which is competent for determining and passing on the VGM. The value is taken from the field **Shipper** in the tab **General**.
Representative	The representative is an alternative competent company, for example the weighing station.
Date of determination	Date on which the value entered was determined.
Weighing Note	Reference of the weighing note.
Weighing Certificate	Number of the certificate in which the company was certified to weigh.
Date	Date on which the certificate was issued.

4. To successfully transmit the VGM, fill out the following fields:

a) Enter a B/L number or booking number on the tab **References** of the tab **Goods**.

b) Enter the field **Liner Agent** on the tab **General**.

Field	Description
Liner Agent	The line agent is the consignee of the VGM.

5. To save the data, click on the entry **Save** in the area **Actions**.

Tip: If you have entered all data, you can send the B/L or the VERMAS. For instructions on how to send VERMAS, see section *Send VERMAS* on page 8.

2.2 Send VERMAS

This section describes how to send a VERMAS.

To send a VERMAS, the fields of the tab **VGM** of the tab **Goods** must be filled out. The fields can be filled out in a B/L or a shipment.

Restriction: To send a VERMAS, you need the **SeaExport** > **SeaExport** > **sendVermas** authorization.

1. Select the menu entry **Start** > **Seafreight Export**.
2. In the area **Overviews**, select the entry **Seafreight Export**.
   The overview **Recently usedShipments** opens.
3. Open the shipment in the overview by double clicking.
4. In the area **Actions**, click on the menu entry **Send VERMAS**.
5. Check the VERMAS for responses.
6. Open the tab **null**.
7. You can find all activities on the sending procedure in the table **Sent messages**.
8. Highlight an event notification in the below table.
   Details on the notification are displayed in the text field **Event-Info**.

   Tip: You can search in the field **Event-Info**. To search in the field, click in the field with the right mouse button and select **Textsearch**.

3 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.

4 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**.

5 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**.

5.1 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 *Electronic Customs Tariff*.

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**.

6 Process errors (freight carrier)

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

Incorrect port orders are marked in the overviews as red highlighted areas and have the status **Error** in the column **EDI-Status**.

Recently used Port Orders

Number of Containers	Type	Decl	EDI-Status	Port Refere...	Zapp-Status	Departure	Discharge
[illegible]	[illegible]	AES	error			DEHAM	CIABJ
[illegible]	[illegible]	AES	error			DEHAM	CIABJ
[illegible]	[illegible]					DEHAM	
[illegible]	[illegible]	AES				DEBRV	CNSHA

Figure 1: Incorrect port order

1. To open the incorrect port order, double-click on the port order.
   The port order will be opened in a new tab.
2. Click on the tab **Customs System Messages&status**.
3. In the table **Sent messages**, select the menu entry in the column **Status** that has the value **Error**.
4. In the lower table, select the incident notification in the column **Event** that has the value **usererror**.
   The error message and information on remedying the error appear in the text field **Event Information**.

   Tip: You can search in the field **Event Information**. To search in the field, click in the field with the right mouse button and select **Textsearch**.

5. You now have the following options:
   - Remedy errors, save document and resend.
   - Remedy errors at a later point.

7 Document filing

This section describes how to work with the document filing. The document filing is a record of all documents for all dossiers. In the document filing for a dossier, you can find all documents for this dossier.

Usually, all documents from the document filing are archived after 6 months.

7.1 Open document from document filing

This chapter describes how to open a document from the document filing.

You have opened a dossier.

1. Click in the area **Appliance** on the menu entry **DocumentHistory**.
   On the **Documents** tab, all the documents belonging to the dossier are displayed in a table.
2. Open the document by double clicking.
   A new window opens, depending on the type of document.

   Important: It is not possible to open a document if the check box **Exists** is empty.

3. Select the **Viewtype** for the document.
4. Click on the button **OK**.
   The document opens.

7.2 Print/fax/mail document from the document filing

This section describes how you print or fax a document from the document filing or create it as a pdf file.

You have opened a dossier.

1. Click in the area **Documents** on the menu entry **DocumentHistory**.
   On the **Document filing** tab, all the documents belonging to the dossier are displayed in a table.
2. To print a document, highlight it and click on the item **Actions** in the area **print**.
   The window **Reprint** will open.

   Important: It is not possible to print a document if the check box **Exists** is empty.

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 saved.
print	The document is printed.
Fax	The document is sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

   The appropriate columns **Printers**, **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. Click on the button **OK**.
   The document is created.

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*.

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

Field	Description
Available Document Types	The table is only shown if there are several types of document for the highlighted document. • 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.

9 Contact information

You will find contact information in this section.

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
- Telephone: *+49 (0)40 3786 0990*
- Email: *servicedesk@dakosy.de*
- *Contact form*