



Single administrative document 1.6

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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 Single administrative document Germany

This section describes the single administrative document for Germany.

It is obligatory to use the electronic or written customs declaration, if no other form of customs declaration is permitted. The electronic customs declaration transmits the information it contains to the internal informatics procedure of the German customs administration (ATLAS) using certified software.

The designated EU-standard form - the single administrative document - must be used for the written customs declaration.

The single administrative document is created in DAKOSY GE with the customs declaration type **IMEP - Import Declaration SAD**. The following forms can be printed out:

- Form 0737 (3 copies) and annex
- Form 0747 (4 copies) and annex
- Form 0779 (5 copies) and annex
- Form 0464 D.V. Customs value declaration (2 copies) and annex

To facilitate the entry of data, the field numbers of the single administrative document (**IMEP = SAD**) are shown in the customs declaration Single Administrative Document in the tooltip of the relevant fields, for example **SAD 29** in the field **Incoming Customs Off.**. To open a list of field numbers in the single administrative document with the corresponding field names for the customs declaration, click on the  icon in the customs declaration.



Tip: You can create templates and copy templates for the customs declaration **IMEP**. You can find instructions in the sections [Create a template](#) on page 8 and [Create copy template](#) on page 9.

The single administrative document only has limited space to enter all the information. In particular, the addresses in the fields **14 Declarant/Agent of Declarant** and **31 Packages and Description** must be included, depending on the customs declaration. In the following, we show you a practical example for the application and printed out for when these fields are filled out.

Single administrative document Field 14 declarant/representative

Adjust the addresses for the **14 Declarant/Agent of Declarant** field on the **Addresses** tab to:

Anmelder

[1] Anmelder, Straße,, XX-12345 Ort, [3] Vertreter, Straße,,] 🔍

[1] Anmelder, Straße,
XX-12345 Ort
[3] Vertreter, Straße,
XX-12345 Ort, TIN12345678

TIN/EORI, NL 🔍

Figure 1: Customs declaration single administrative document IMEP - Addresses tab, declarant field

The **Agent of Declarant** field is not included in the single administrative document. Due to instructions from customs, the content of the **Declarant** field must be modified. You can find information in section *IMEP - create single administrative document* on page 2.

14 Anmelder/Vertreter	Nr. TIN47110816
[1] Anmelder, Straße,	
XX-12345 Ort	
[3] Vertreter, Straße,	
XX-12345 Ort, TIN12345678	

Figure 2: Single administrative document Field 14 declarant/representative

Single administrative document Field 31 parcels and designation of goods

The following data is summarised in the **31 Packages and Description** field in the single administrative document:

- up to 3 containers
- up to 3 packages
- up to 3 lines of goods description or more (depending on other information, for example addresses)
- the address of the acquiror
- the address of the party represented

The fields **Buyer in Oth. Member State** and **Buyers Rep.** are taken from the **Addresses** tab.

31 Packstücke und Waren- bezeich- nung	Zeichen und Nummern - Container Nr. - Anzahl und Art HLXU1234567 APLU1234567 HLCU1234567 50 CT Markierung 1 PX Markierung 50 CT Markierung Socken aus Baumwolle Erwerber: Erwerber, Straße, XX-12345 Ort Vertretener: Vertretener, Straße, XX-12345 Ort
---	--

Figure 3: Single administrative document Field 31 parcels and designation of goods

1.1 IMEP - create single administrative document

This section describes how to create a single administrative document for Germany.

The single administrative document is flexible and can be individually adapted. Because it is a fixed form with various content in the fields, the technical options for the areas which can be printed are restricted. Validation notifications help you to assess the printable areas. However, errors do not prevent printing. Adjust the information you enter and check the form before printing. If necessary, you can change the font in the customs declaration. To do this, click on the  icon.

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 **Import**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **IMEP - Import Declaration SAD**.
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 **Zollanmeldung DE: IMEP - Import Declaration SAD** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Field	Description
Customs Office	Competent customs office at which the customs declaration is cleared. If you select a customs office from Hannover and enter more than 7 positions for the customs declaration, an error message will be issued.
Self Calculation	To calculate the levies for the 47 Abgabenberechnung field of the single administrative document, activate the check box. The requirement for this is that you use the Electronic Customs Tariff and fill out the operative date field on the General tab. To be able to use the function Estimated Dues on the Calculate Duties tab in the position data, activate the check box. The values calculated are adopted for the levy types A00 and B00 in the table Charge on the Item Details/Further Details tab.
Payment Method	Method of payment. If you select the value E or F , you must provide information on the levies account on the Further Details tab.
Invoice Price	Total amount shown on the invoice. The field is numerical. If you would like to select the value <i>free of charge</i> in the field 22 Wahrung und in Rechnung gestellter Gesamtbetrag in the single administrative document, fill out the field with the value 0. Enter in the Field 44 field: Note on field 22: free of charge.

 **Tip:** To be able to print out all addresses on the limited space available in the single administrative document, you must edit the addresses in the address fields. Enter the addresses in the **Addresses** tab.

9. Click on the tab **Addresses**. Entries can be made in the address fields. Enter the addresses or take addresses from the master data. If you have taken an address from the master data, you can edit the address in the address field. This does not change the master address data.

Field	Description
Consignor	Surname, first name or company name and full address of the seller of the goods. In case of chain transactions, the last seller of the goods before they are imported into the Union must be stated.
TIN/EORI	TIN/EORI number of the consignor of the goods
Consignee	Surname, first name or company name and full address of the recipient of the goods.
TIN/EORI	TIN/EORI number of the consignee of the goods

Field	Description
Declarant	<p>Surname and first name or company name and full address of the declarant, the authorized officer (representative within the meaning of Art. 5 no. 6 Union Customs Code) and, in the case of indirect representation of the entity represented, if it is not the consignee. To identify the parties involved, the respective code must be placed before the name and the full address:</p> <ul style="list-style-type: none"> • [1] Declarant • [2] Representative (direct representation within the meaning of Art. 18 UZK) • [3] Representative (indirect representation within the meaning of Art. 18 UZK) <p>If the declarant and the recipient/importer are identical and the recipient does not have itself represented, enter <code>Recipient - 00500</code>.</p>
TIN/EORI	TIN/EORI of the declarant of the goods
Agent of Declarant	Enter the representative for the single administrative document in the field Declarant .
Buyer in Oth. Member State	Surname, first name or company name and full address of the acquirer in another member state. For the print out, we recommend entering the address in the first row.
Buyers Rep.	Invoice recipient who is represented by the applicant in the case of indirect representation. The field must only be filled for indirect representation. For the print out, we recommend entering the address in the 1st row and the following notice in the field Declarant (field 14 of the single administrative document): <code>Notice: Represented entity, see Field 31.</code>

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

11. To add a deferment account, click on the + icon in the **Deferment Account** area.

 **Important:** Levies accounts must be created in the master data for an economic operator. You can find instructions in section [Create deferment account](#) on page 10.

 **Tip:** You can enter a maximum of 2 deferment accounts. The second The deferment account is printed in the **B Angaben für Verbuchungszwecke** field.

12. To provide information on the customs value declaration, click on the **DV1** tab and fill out the fields.

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.
Relatedness Details	<ul style="list-style-type: none"> • 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. • Exact information on the stated connection

 **Tip:** The fields **Delivery Terms** and **Location** are taken from the **General** tab.

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 shared automatically via cost sharing.

13. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
14. Click on the icon .
A new position is created.
15. 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 13.

16. Click on the tab **Item Details/Further Details**.
17. You have several options for filling out the **44 Besondere Vermerke/Vorgelegte Unterlagen/ Bescheinigungen u. Genehmigungen** field in the single administrative document.
 - To fill out the **Hinsichtlich aller angemeldeten Waren zum vollen Vorsteuerabzug berechtigt** box on the 1st page of the single administrative document with an **x**, select the value **J** in the **Input Tax Ded.** on the **General** tab.
 - In the **Additional Remarks** field, enter a text or enter a # followed by the coding of a remark code in capital letters and exit the field using the tab key .
 - Select a value in the field **Special Mention**.
 - Enter documents using the **+** icon in the area **Documents** on the **Item Details/Documents/ Preceding Papers** tab.

To accept the information in the **Field 44** field, click on the **Takeover data** button.

The data is shown in the **Field 44** field. You can edit the field.



Tip: You can also fill out the **Field 44** field manually or with the help of remark codes.

18. You must fill out the **47 Abgabeberechnung** field of the single administrative document individually according to the instructions of the competent customs office. To enter the data in the table manually according to the instructions of the customs office, click on the **+** icon in the **Charge** area and fill out the fields. Alternatively, you can calculate the levies. Proceed as follows:
 - a) Activate the **Self Calculation** check box on the **General** tab.



Important: You can only use the calculate levies function if you use the Electronic Customs Tariff and fill out the **operative date** field on the **General** tab.

- b) Enter at least one position and fill out the field **Customs Value** on the **Item Details/General** tab.
 - c) When you have entered all data for the position, open the **Item Details/Estimated Dues** tab and click on the **Calculate Duties** button.
The levies are calculated and the fields filled out.
 - d) Click on the tab **Item Details/Further Details**.
The levies calculated have been included for **A00** and **B00** in the **Abgaben** table. The **Payment Method** field will be taken from the **General** tab.
 - e) Adjust the data in the table according to the instructions of the customs office. To do this, open the appropriate row of the table by double-clicking.
19. To enter further packages or containers, click on the **Item Details/Packages/Container** tab. Click in the appropriate area on the **+** icon.



Tip: You can enter up to 3 packages and 3 containers per position.

20. To enter documents or previous documents, click on the **Item Details/Documents/Preceding Papers** tab. Click in the appropriate area on the **+** icon. Depending on the competent customs office, you have several options for entering a previous document:

- To enter the previous document according to the instructions on the instruction sheet on customs declarations, summary declarations and re-export notifications, fill out the fields **Qualifier**, **Type** and **Reference**. The entry is adopted in the **Preceding paper** field.
 - To enter the previous document according to the instructions of the competent customs office, enter the previous document into the **Preceding paper** field manually.
21. Click on the tab **Item Details/DV1** and record the cost positions with the icon **+**, depending on the type of transport and delivery condition.

 **Important:** Here, costs must only be recorded if the D.V.1 identification has been set to **1= Angaben zur D.V.1 vorhanden**.

Field	Description
IATA Airport	IATA code of the departure airport. If the airport of departure is adopted for the position, the percentage for sharing the air freight costs can be calculated.
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.

 **Tip:**

- Enter the data as follows:
 - Enter the **Cost Type 010 - Lieferkosten bis Ort des Verbringens (Beförderung)** as a surcharge.
 - Enter the **Cost Type 014 - Beförderungskosten nach Ankunft am Ort des Verbringens** as a discount.
 - Enter insurance premiums and loading costs as a surcharge.
 - Enter anti-dumping customs or customs and taxes for DPP deliveries as a discount.
- If you have costs positions that must be shared among all positions, please use cost sharing. You can find this in every position and you can retrieve it via the icon .
- With regard to the **Rate Type**, you can choose between the following options:
 - **01 - Zollkurse**
 - **02 - IATA-Kurse**
 - **03 - Kursvereinbarung Zoll**
- If you do not send any D.V.1 to customs, but want to use the functionality to calculate the customs value, activate the control box **General** on the tab **Calculate Customs Value**.

22. When you have entered all data, in the area **Actions**, click on the menu entry **Save**. The customs declaration appears in the overview **Customs declarations**.
23. To print out the customs declaration, click on the menu entry **Actions** in the area **print**. You can find instructions in section [Print/fax/mail document](#) on page 15.
24. Close the customs declaration.
25. When customs has cleared the customs declaration, you can change the status of the customs declaration to **Abgefertigt**. The customs declaration can no longer be changed. To change the status of the customs declaration, proceed as follows:
- a) Double click to open the customs declaration.

- b) In the area **Actions**, click on the menu entry **set clearance status**.
The **set clearance status** window opens.
- c) Enter the registration number and the date of clearance.
- d) Click on the button **OK**.

The customs declaration status changes to **Abgefertigt** and the registration number is shown in the **RegistrierNr, MRN** column in the overview.



Tip: To recall the clearance status, click on the menu entry **set clearance status** in the area **Actions**.

2 Create a template

This section describes how to create a template.

1. Open a module for which you want to create a template, for example **Air import** or **customs declaration**.
2. In the area **Overviews**, click on the menu entry **Templates**.
3. In the area **Related actions**, click on the entry **New** or **Create Template/Superimposition**. Depending on the module, a window opens, such as **New Shipment** or **New Customs Declaration**.
4. Fill out the fields and select the type of template for the **Type** field:
 - Select **User template** if you want the template to be used only by the logged-in user.
 - Select **OrgUnit template** if the template is to be used by the department to which the user is assigned.



Important: If you create or modify an orgUnit template, all users who are allocated to the department will be affected.

5. Click on the button **OK**. Depending on the module, the dossier opens, for example a shipment or a customs declaration.
6. Fill in all fields that are to be filled in automatically in the future when creating an dossier for this document type.
7. In the area **Actions**, click on the entry **Save**.



Tip: The template does not have to be saved free of errors, because it is intended to be a template.

The template is shown in the overview.

8. Create the dossier for which you have created a template. The fields which you have filled out in the template are also filled out in the new dossier. If necessary, you can modify the content of the fields.

3 Create copy template

This section describes how to create a copy template.

1. Open a module for which you want to create a copy template, for example **Air import** or **customs declaration**.
2. In the area **Overviews**, click on the menu entry **Templates**.
3. In the area **Related actions**, click on the entry **New** or **Create Template/Superimposition**. Depending on the module, a window opens, such as **New Shipment** or **New Customs Declaration**.
4. Fill out the fields and select the value **Copy Template** for the **Type** field.
5. Click on the button **OK**. Depending on the module, the dossier opens, for example a shipment or a customs declaration.
6. Fill in the fields that are to be filled out automatically in the future when the copy template is copied.
7. In the area **Actions**, click on the entry **Save**.



Tip:

- The copy template does not have to be saved free of errors, because it is intended to be a template.
- Alternatively, you can create a copy template from an dossier. In the area **Related actions**, click on the menu entry **Create Template**.

The template is shown in the overview.

4 Create deferment account

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



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

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



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

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

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

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



Important: Enter the BIN twice.

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

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

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

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

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

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

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

The window **Select an Address** opens.

c) Highlight an address.

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

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

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

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

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

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 <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**.

6 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.

7 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