



Exit declaration 1.13

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

[2] www.zoll.de

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1 Exit declaration

This chapter describes the Exit declaration.

1.1 Exit declaration Local processing

This chapter describes the exit declaration for the local processing.

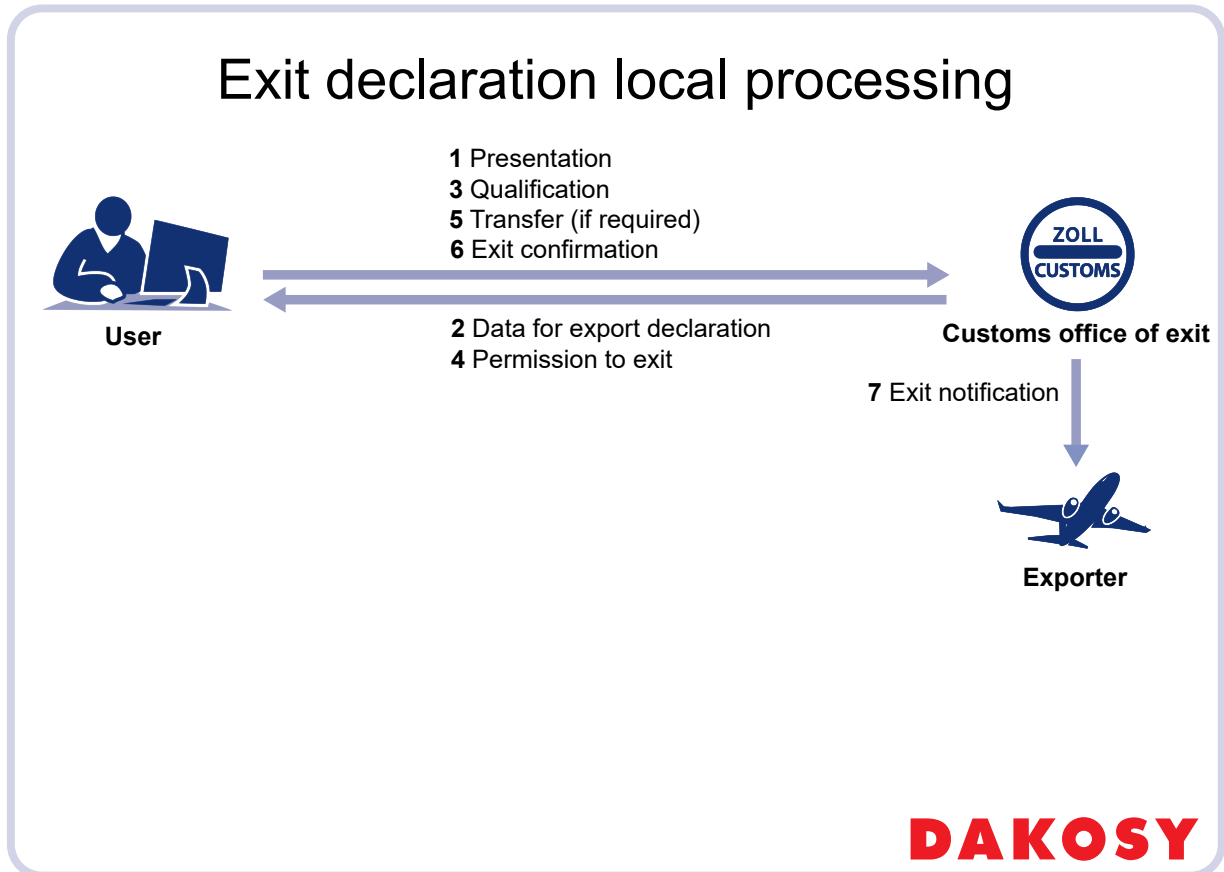


Figure 1: Exit declaration Local processing

1. The user creates an Exit declaration and sends a presentation to the customs office of departure.
2. The customs office of departure sends the data for export declaration to the user.
3. The user sends automatically the qualification to the customs office of departure.
4. The customs office of departure sends a permission to exit to the user.
5. If required, the user sends a transfer to the customs office of exit.
6. The user sends an exit confirmation to the customs office of departure.
7. The customs office of exit sends an export note (AVM) to the exporter.

1.2 Exit declaration Direct delivery

This chapter describes the exit declaration for the direct delivery.

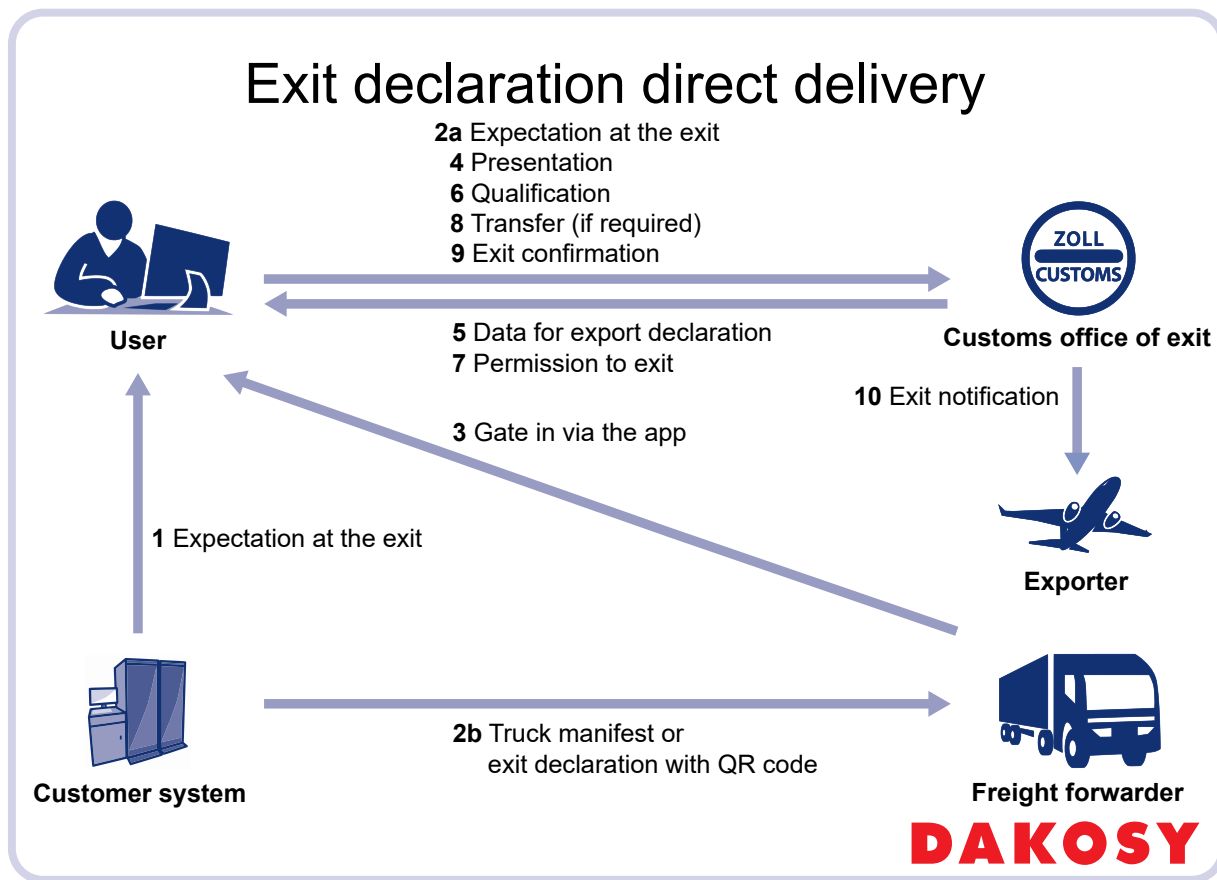


Figure 2: Exit declaration Direct delivery

1. The customer system sends an expectation on departure (EWA) to DAKOSY GE. In DAKOSY GE an exit declaration is automatically created and, if applicable, is allocated to a Truck Manifest Consol lorry.
2. Preparation of the transport:
 1. DAKOSY GE sends automatically an expectation to ATLAS on exit. The EWA can be started manually by the user if required.
 2. The user prints out the Truck Manifest Lorry or the exit declaration with the QR code and passes it on to the freight forwarder together with the goods.
3. The freight forwarder travels to the handling agent with the documents and the commodities. If the freight forwarder is in the defined geofence of a location of presentation, he can send the gate in via the app. The declaration is checked. The ZAPP-Air app displays the status of the declaration and customs instructions.
4. DAKOSY GE sends automatically the presentation to the customs office of departure (ATLAS).
5. The customs office of departure sends the data for export declaration to DAKOSY GE.
6. The user sends automatically the qualification to the customs office of departure. If necessary, a minimum quantity can be declared.
7. The customs office of departure sends a permission to exit to DAKOSY GE.
8. If required, the user sends a transfer (UMF) to the customs office of exit.
9. The user sends an exit confirmation (NOT) to the customs office of departure.
10. The customs office of exit sends an export note (AVM) to the exporter.

1.3 Exit declaration Consol

This chapter describes the Exit declaration for Consol.

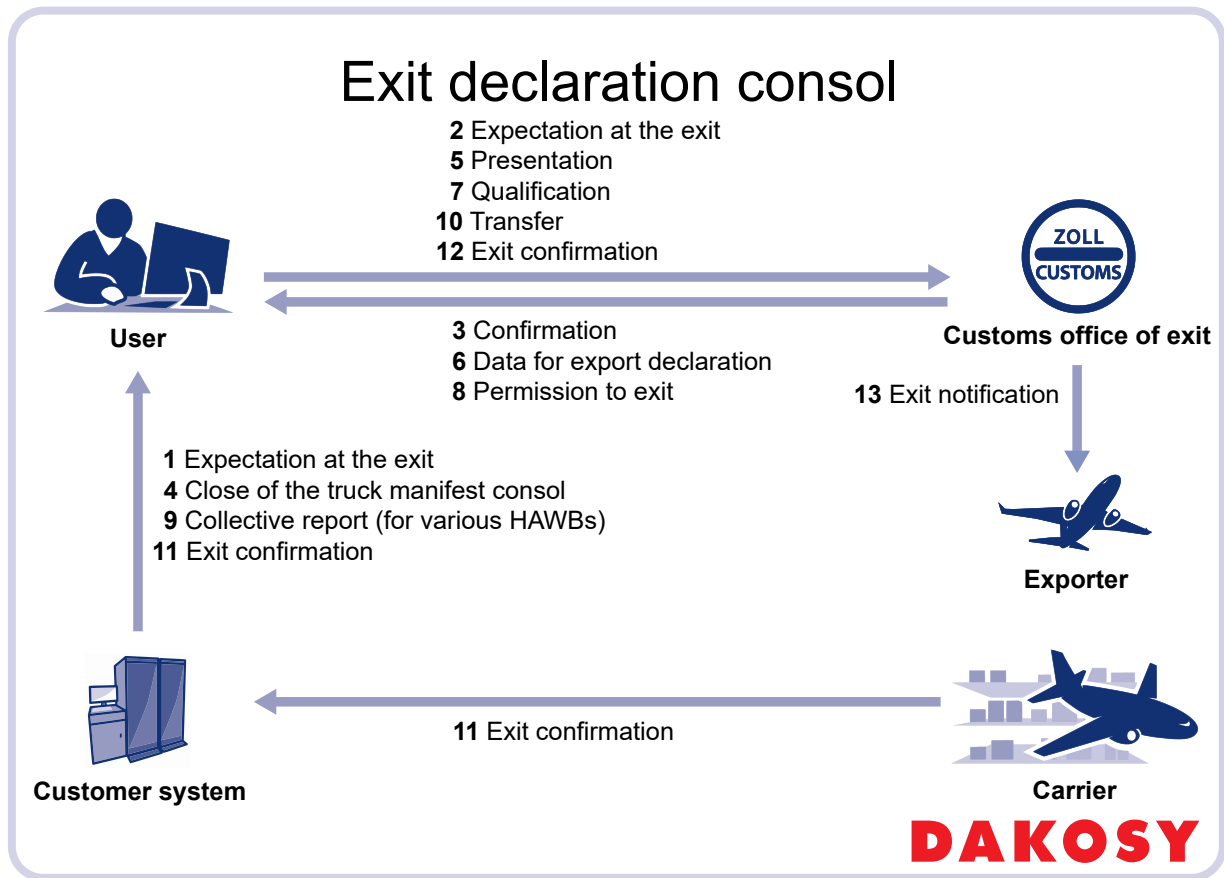


Figure 3: Exit declaration Consol


1. The customer system sends an expectation on departure (EWA) to DAKOSY GE.
2. In DAKOSY GE an exit declaration (and a Truck Manifest Consol) is automatically created. The exit declaration is assigned to the Truck Manifest Consol. For the exit declaration, an expectation is automatically sent to the customs office of departure.
3. The customs office of departure sends a confirmation to DAKOSY GE.
4. The customer system sends the close of the Truck Manifest Consol with the presentation to DAKOSY GE.
5. In DAKOSY GE an exit declaration is automatically updated. The place of presentation is set and the presentation is sent to the customs office of departure.
6. The customs office of departure sends the data for export declaration to DAKOSY GE.
7. DAKOSY GE sends automatically the qualification to the customs office of departure (ATLAS).
8. The customs office of departure sends a permission to exit to DAKOSY GE. If all exit declarations of a Truck Manifest Consol have permission to exit, DAKOSY GE automatically closes the Truck Manifest Consol.
9. The customer system sends a collective message of HAWBs to DAKOSY GE.
10. In DAKOSY GE an exit declaration (and a Truck Manifest Consol) is automatically created and allocated to the HAWBs transmitted in the collective message. DAKOSY GE adds missing exit declarations in the Consol. If the exit declaration Consol is ready, DAKOSY GE sends a transfer (UMF).
11. The customer system sends an exit confirmation (NOT) to DAKOSY GE.
12. DAKOSY GE sends automatically an exit confirmation to the customs office of departure for the exit declaration.
13. The customs office of exit sends an export note (AVM) to the exporter.

2 Create exit declaration

This section describes how to create an exit declaration.

1. Select the menu entry **Start > Airfreight Export**.
2. In the area **Overviews**, click on the menu entry **Exit declarations**.
3. In the area **Related actions**, click on the entry **Create exit declaration**. Alternatively, you can create an exit declaration from an export declaration (EXD):
 - a) Double click to open the customs declaration for which the exit declaration is to be created.
 - b) Click in the area **Appliance** on the entry **Exit declaration**.The window **Create an exit declaration** opens.
4. Enter a unique **Reference**.





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

5. Select a **Shipment Type**.
 - To enter a local processing or direct delivery, choose the value **Direct**.
 - To enter a house AWB, choose the value **House**.
 - To enter a Consol of various AWBs, choose the value **Master**.
6. Click on **OK**.
This opens the **Exit** tab.
7. Fill out the fields of the tab **General**.



Tip:

- The required fields depend on the value of the **Shipment Type** field and can change with the entries.
- If you have created the exit declaration from an export declaration, the MRN is copied from the export declaration into the exit declaration.
- You can enter minimum quantities. You will find instructions in section [Enter minimum quantity for an exit declaration](#) on page 9.

8. To add an MRN to an exit declaration Consol, proceed as follows:
 - a) Click on the icon .
The window **Search for exit declarations** opens.
 - b) Search for the MRN.
 - c) Double-click on the MRN.The MRN entered is displayed in the **Customs declarations** table.
9. To add an MRN to an exit declaration, proceed as follows:
 - a) Click on the icon .
The window **Create position** opens.
 - b) Fill out at least the mandatory fields.




Tip:

- With the search function you can find MRNs you have created yourself.
- You can add MRNs using a handheld scanner.

- c) You have several options:
 - To enter further MRN, click on the button **Next MRN/LRN**.
 - To enter another position of the MRN, click on the button **Next pos**.
 - To complete the entry, click on the button **OK**.


The MRN entered is displayed in the **Customs declarations** table.

10. To add several MRNs to an exit declaration, proceed as follows:

- a) Click on the icon .

A window opens in which you can enter several MRNs one below the other.
- b) Enter the MRNs.
- c) Click on the button **OK**.

The MRNs entered are displayed in the **Customs declarations** table.

11. To add several MRNs to an exit declaration Consol, click on the icon .

A window opens in which you can enter the MRN or AWB number of the houses. To add the MRN, click on the button **OK**.
12. If it is a direct delivery and the gate-in is sent via the ZAPP Air app, click on the **Fair@Link** tab and fill in the fields.
13. In the area **Actions**, click on the entry **Save**.

The exit declaration is shown in the overview **Exit declarations**.
14. You have several options for further processing of the exit declaration.
 - a) To send an expectation for the exit declaration at the exit, click on the menu entry **Actions** in the area **Send expectation**.



Tip: Sending the expectation to the exit is optional and shortens the waiting time for the release to the exit.

If the expectation is free of errors, the status of the exit declaration changes to **Pre declaration accepted**.



Important: If the exit declaration has the status **Pre declaration not accepted**, customs has sent a message "Outsourcing from the logistics process". For the affected consignment, an inspection message is to be expected after completion of qualification.

- b) To send a presentation for the exit declaration, click on the menu entry **Actions** in the area **Send gate-IN**.



Tip: In the case of direct delivery, presentation is usually via the ZAPP-Air App.

The qualification is sent automatically.

- If the presentation is free of errors, the status of the exit declaration changes to **Gate-In**.
 - If the qualification is free of errors, the status of the exit declaration changes to **Outgoing Permission**. You can print out the release. For instructions on how to print, see section [Print/fax/mail document](#) on page 14.
- c) To send a transfer for the exit declaration, click on the menu entry **Actions** in the area **Send repositioning**.

Tip: If the check box **Automatic Repositioning** is activated in the exit declaration, the message of the transfer is sent automatically after the **Outgoing Permission**.

If the transfer is free of errors, the status of the exit declaration changes to **Repositioning**.
 - d) To send a cancellation for the exit declaration at the exit, click on the menu entry **Actions** in the area **Send cancellation**.

If the cancellation is free of errors, the status of the exit declaration changes to **Abschluss**.
 - e) To send a departure for the exit declaration, click on the menu entry **Actions** in the area **Send departure**.

If the departure is free of errors, the status of the exit declaration changes to **Finished**.
 - f) To send a TPA message to Fair@Link for direct delivery, click on the menu entry **Actions** in the field **Send F@L**.

A message is automatically sent to ZAPP-Air. If the TPA message is free of errors, the status of changes to **Bestätigt TPA**.
 - g) To send a cancellation on a TPA message to Fair@Link for a direct delivery, click on the menu entry **Actions** in the area **Send F@L cancellation**.

**Tip:**

- You receive a confirmation for each MRN.
- You can also edit an exit declaration from the **Exit declarations** overview. Highlight the exit declaration. You can find all functions in the area **Actions**.

15. Check the exit declaration for responses.



Important: If you have received an error status for your exit declaration, you must remedy the error. You can find instructions in section [Edit errors \(exit declaration\)](#) on page 13.



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

16. To print the QR code for a direct delivery, print out the form **Fair@Link**. You can find instructions in section [Print/fax/mail document](#) on page 14.

3 Add AWB to an exit declaration Consol

This section describes how to add further AWBs to an exit declaration Consol.

1. Select the menu entry **Start > Airfreight Export**.
2. In the area **Overviews**, click on the menu entry **Exit declarations**.
3. Double click to open the Exit declaration Consol.
This opens the **Exit** tab.
4. To add the AWBs, you have several options.
 - To add the AWBs, click on the icon **+**. The window **Search for exit declarations** opens. To add an AWB use the search and click on the button **OK**.
 - To add various AWBs, click on the icon **☰**. A window opens in which you can enter the AWB numbers. To add the AWB, click on the button **OK**.



Tip:

- You can open an exit log-in House from the exit declaration Consol. Click on the line in the **Customs declarations** table and click on the icon **🏠**.
- You can open one or several exit declarations house from the exit declaration consol. Highlight one or several rows in the table and click on the **🏠 Send house** icon.

5. To save the exit declaration Consol, click on the entry **Save** in the area **Actions**.
6. You have several options for further processing of the exit declaration.
 - a) To send an expectation for the exit declaration at the exit, click on the menu entry **Actions** in the area **Send expectation**.



Tip: Sending the expectation to the exit is optional and shortens the waiting time for the release to the exit.

If the expectation is free of errors, the status of the exit declaration changes to **Pre declaration accepted**.



Important: If the exit declaration has the status **Pre declaration not accepted**, customs has sent a message "Outsourcing from the logistics process". For the affected consignment, an inspection message is to be expected after completion of qualification.

- b) To send a presentation for the exit declaration, click on the menu entry **Actions** in the area **Send gate-IN**.



Tip: In the case of direct delivery, presentation is usually via the ZAPP-Air App.

The qualification is sent automatically.

- If the presentation is free of errors, the status of the exit declaration changes to **Gate-In**.
 - If the qualification is free of errors, the status of the exit declaration changes to **Outgoing Permission**. You can print out the release. For instructions on how to print, see section [Print/fax/mail document](#) on page 14.
- c) To send a transfer for the exit declaration, click on the menu entry **Actions** in the area **Send repositioning**.



Tip: If the check box **Automatic Repositioning** is activated in the exit declaration, the message of the transfer is sent automatically after the **Outgoing Permission**.

If the transfer is free of errors, the status of the exit declaration changes to **Repositioning**.

- d) To send a cancellation for the exit declaration at the exit, click on the menu entry **Actions** in the area **Send cancellation**.
If the cancellation is free of errors, the status of the exit declaration changes to **Abschluss**.

- e) To send a departure for the exit declaration, click on the menu entry **Actions** in the area **Send departure**.
If the departure is free of errors, the status of the exit declaration changes to **Finished**.
- f) To send a TPA message to Fair@Link for direct delivery, click on the menu entry **Actions** in the field **Send F@L**.
A message is automatically sent to ZAPP-Air. If the TPA message is free of errors, the status of changes to **Bestätigt TPA**.
- g) To send a cancellation on a TPA message to Fair@Link for a direct delivery, click on the menu entry **Actions** in the area **Send F@L cancellation**.

**Tip:**

- You receive a confirmation for each MRN.
- You can also edit an exit declaration from the **Exit declarations** overview. Highlight the exit declaration. You can find all functions in the area **Actions**.

7. Check the exit declaration for responses.



Important: If you have received an error status for your exit declaration, you must remedy the error. You can find instructions in section [Edit errors \(exit declaration\)](#) on page 13.



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


8. To print the QR code for a direct delivery, print out the form **Fair@Link**. You can find instructions in section [Print/fax/mail document](#) on page 14.

4 Enter minimum quantity for an exit declaration

This section describes how to enter a minimum quantity for an exit declaration.



Important: For a minimum quantity, you must fill out all positions of the MRN.

1. Select the menu entry **Start > Airfreight Export**.
2. In the area **Overviews**, click on the menu entry **Exit declarations**.
3. Open the exit declaration by double clicking.
This opens the **Exit** tab.
4. To enter the minimum quantity, click on the row in the **Ausfuhranmeldungen** table and click on the  icon.
The window **Create position** opens.
5. Deactivate the check box **Vollständig**.
6. Activate the upper check box **Mindermenge**.
7. You have several options:
 - To enter a minimum quantity, activate the lower check box **Mindermenge**. Fill out the fields.
 - To enter a missing position, activate the check box **Position fehlt**.
8. There are several options for entering additional minimum quantities:
 - To enter a minimum quantity in the next position of the MRN, click on the button **Next pos**.
 - To enter a minimum quantity in the next position of the MRN, click on the button **Next MRN/LRN**.
9. Click on the button **OK**.
10. In the area **Actions**, click on the entry **Save**.

5 Complete exit declaration manually

This section describes how to complete an exit declaration manually. If an exit declaration was completed in another way or is not completed, it can be completed manually so that it is no longer displayed in the overview Exit declarations.



Restriction: To complete an exit declaration manually, you need at least the **AirExport > ExitDeclaration > manuallyFinished** authorization.

1. Select the menu entry **Start > Airfreight Export**.
2. In the area **Overviews**, click on the menu entry **Exit declarations**.
3. Open the exit declaration which is to be completed manually by double clicking. This opens the **Exit** tab.
4. Open the **General** tab.
5. Highlight one or several MRNs in the **Ausfuhranmeldungen** table.
6. Select one or several MRNs from the **Ausfuhranmeldungen** table.
 - To select multiple MRNs, press and hold the Ctrl button and highlight several MRNs.
 - To select multiple consecutive MRNs, highlight the first MRN, press and hold the Shift button and select the final MRN.
7. Click on the icon ✓. The **Manually finishing of MRNs** window opens.
8. Fill out the field **Grund**.
9. Click on the button **OK**. The column **Zapp-Status** in the **Ausfuhranmeldungen** table changes to **Manuell erledigt**.



Tip: If all MRNs for a exit declaration were completed manually, all fields of the exit declaration are locked for entries.


10. Close the exit declaration.
11. To display manually completed exit declarations in the overview Exit declarations, select the value **Yes** for the **Zeige abgeflogenen/abgebrochene Exitanmeldungen** field or leave the field empty.

6 Create a truck manifest

This chapter describes how to create a truck manifest.

1. Select the menu entry **Start > Airfreight Export**.
2. Click in the area **Overviews** on the entry **Truck manifests**.
3. In the area **Related actions**, click on the entry **Create truck manifest**.
The window **Create a truck manifest** opens.
4. Enter a unique **Manifest ID** opens.




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

5. Select a **Type**.
 - To enter a truck manifest, choose the value **Truck**.
 - To enter a Consol of various truck manifest, choose the value **Consol**.



Important: Depending on the settings, the field **Type** may not be specified.

6. Click on **OK**.
This opens the **Truck manifest** tab.
7. Fill in the fields of the tab **Disposition** and click the button **Search**.
8. To assign an exit declaration, you must move the exit declaration from the column **Unassigned exit declarations** to the column **Assigned exit declarations**. To remove an assigned exit declaration, you must move the exit declaration from the column **Assigned exit declarations** to the column **Unassigned exit declarations**.
 - To drag a single exit declaration, highlight the exit declaration. Click on the **>** or the **<** button.
 - To move multiple exit declarations, hold down the Ctrl key and select multiple exit declarations. Click on the **>** or the **<** button.
 - To move several consecutive exit declaration, select the first exit declaration, hold down the key Shift and choose the last exit declaration. Click on the **>** or the **<** button.
 - To move all exit declarations, click on the button **>>** or **<<**.

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

9. Fill out the fields of the tab **General**.
10. In the area **Actions**, click on the entry **Save**.
The truck manifest appears in the overview **Truck manifests**.
11. You have several options for further processing of the truck manifest and the assigned exit declaration.
 - a) To send an expectation for the exit declaration at the exit, click on the menu entry **Actions** in the area **Send expectation**.



Tip: Sending the expectation to the exit is optional and shortens the waiting time for the release to the exit.

If the expectation is free of errors, the status of the exit declaration changes to **Pre declaration accepted**.



Important: If the exit declaration has the status **Pre declaration not accepted**, customs has sent a message "Outsorting from the logistics process". For the affected consignment, an inspection message is to be expected after completion of qualification.

- b) To send a presentation for the exit declaration, click on the menu entry **Actions** in the area **Send gate-IN**.



Tip: In the case of direct delivery, presentation is usually via the ZAPP-Air App.

The qualification is sent automatically.

- If the presentation is free of errors, the status of the exit declaration changes to **Gate-In**.
- If the qualification is free of errors, the status of the exit declaration changes to **Outgoing Permission**. You can print out the release. For instructions on how to print, see section [Print/fax/mail document](#) on page 14.

- c) To complete the Truck Manifesto Consol, click in the area **Actions** on the menu entry **Finalise**. If the closure is free of errors, the status of the related exit declarations changes to **Finished**.



Important: If all exit declarations of a Truck Manifest Consol have permission to exit, DakosyGE automatically closes the Truck Manifest Consol.



Tip: You can also edit a truck manifest from the overview **Truck manifests**. Highlight the truck manifest. You can find all functions in the area **Actions**.

12. Check the assigned exit declaration for responses.



Important: If you have received an error status for your exit declaration, you must remedy the error. You can find instructions in section [Edit errors \(exit declaration\)](#) on page 13.




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

13. To print the QR code, print out the form **Fair@Link**. You can find instructions in section [Print/fax/mail document](#) on page 14.

7 Edit errors (exit declaration)


This chapter describes how to detect and correct errors for an exit declaration.


You can recognise incorrect exit declarations in the **Exit declarations** overview as follows:

- the status **Error** in the column **Total EDI status**.
 - a negative response, for example **Customs Error** or **Pre declaration not accepted** in the **Zapp-Status** column
 - on the icon  to the right of the **Zapp-Status** column
1. To open the incorrect exit declaration, double-click on the exit declaration.
The exit declaration is opened in a new tab.
 2. Click on the tab **Messages & Status**.
 3. Depending on the type of error, you have several possibilities.
 - In the **Sent/Received messages** table, select the row with the message **FNA - technical error message**. Details of the error are displayed in the **Message Preview** field in the **Error Text** area.
 - In the **Sent/Received messages** table, select the row with the **Customs Error**. Details of the error are displayed in the **Message Preview** field in the **Handlingsagent text** area.
 4. You now have the following options:
 - Remedy error, save exit declaration and resend.
 - Remedy errors at a later point.

8 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area  **Actions print**
The window **Reprint** will open.


 **Tip:** You can also print older messages for a customs declaration. For instructions on how to print a message, see section [Print/fax/mail message](#).

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.

9 Contact information

You will find contact information in this section.

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

Questions on DAKOSY GE

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

Specific questions on customs

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

Specific questions ATLAS

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