



Export port order BHT 3.14

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

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1 Export port order BHT

This section describes the export port order of Bremen Port Telematics (BHT).

Bremen Port Telematics (BHT) is the central information system for all participants of the port business in Bremen, Bremerhaven, Cuxhaven and Wilhelmshafen. To enable seamless communication in the ports of Bremen irrespective of the hard- and software used, BHT links up the various IT systems within the transport economy, railway and authorities.



Tip:

- Further up-to-date information on Bremer Hafentelematik (BHT) can be found on [dbh's website](#).
- In section [Examples export port order BHT](#) on page 6, you can find examples which can help you to create your port export orders for the loading ports of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven.

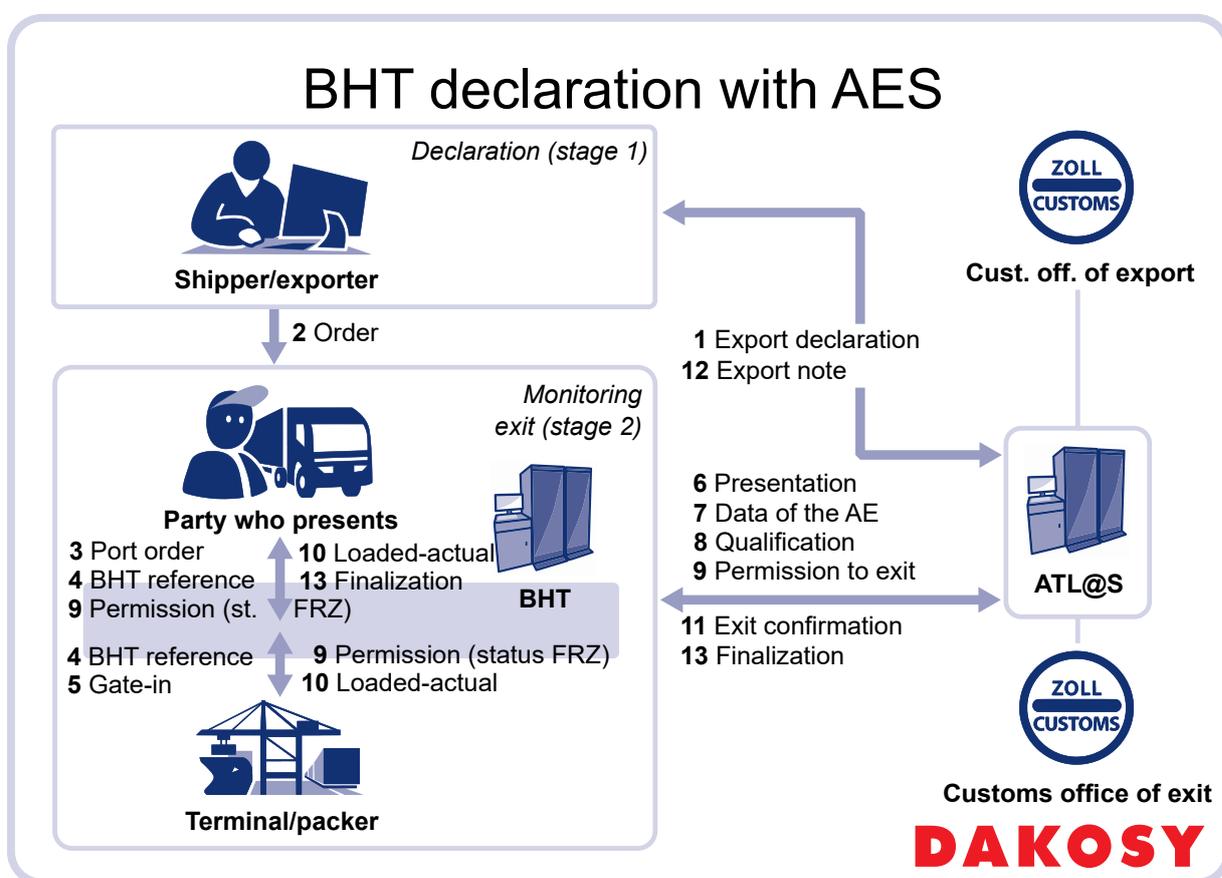


Figure 1: Process for BHT declaration with AES

1. The exporter creates an export declaration and sends this to ATLAS.
2. The exporter sends an order to the party who presents.
3. The party who presents (e.g. a sea freight carrier) sends a port order to BHT.
4. BHT (Bremen Port Telematics) issues a BHT number and sends this to the party who presents and the quay operator.
5. The quay operator notifies BHT of the arrival of the goods (gate-in).
6. BHT sends the presentation of the goods to ATLAS.
7. ATLAS sends the data belonging to the presentation in the export declaration to BHT.
8. BHT sends the message qualification back to ATLAS.
9. ATLAS sends the permission to exit to BHT and BHT gives this permission for exit to the participants as an 'FRZ' status.

10. When the goods are loaded, the quay operator sends a loading status notification to BHT.
11. BHT confirms the exit of the goods to ATLAS.
12. ATLAS sends an export note to the exporter and the completion of the operation to BHT.
13. BHT notifies completion to the party who presents.

1.1 Create export port order BHT

This section describes how to create a port order BHT.

1. Select the menu entry **Start > Seafreight Export**.
2. In the area **Overviews**, click on the menu entry **Export Port Order**.
The overview **Recently used Port Orders** opens.
3. In the area **Related actions**, click on the menu entry **New Port Order**.
This opens the window **New Port Order**.
4. Fill out the field **Shipment-Number** with a clear value.



Tip:

- To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.
- You can select a copy template using the **Template** field; the data is transferred into your port order.

5. Select one of the following values from the drop-down menu for the field **Port of Loading**:
 - **DEBRE - Bremen**
 - **DEBRV - Bremerhaven**
 - **DECUX - Cuxhaven**
 - **DEWVN - Wilhelmshaven**
6. Click on the button **OK**.
This opens the **Export Port Order**: tab.



Tip: Alternatively, you can create a port order from a shipment. In the area **Documents**, click on the menu item **PortOrder**. The data which has already been entered is transferred into the port order.

7. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.
8. To enter additional references, open the tab **References** and click on the **+** icon.



Tip: The data will not be sent to dbh.

9. Click on the tab **Transport**. You have several options:
 - Fill out the field **Port Voyage ID**. All fields of the vessel departure are filled out in the entry screen.
 - If you do not know the vessel departure number, search for the vessel departure.



Tip: If you cannot find the vessel departure, please contact support@dakosy.de.

10. Click on the tab **Goods**.
The overview of all goods and customs declarations is displayed. The goods are divided according to **Container** and **Unassigned Goods**.
11. Proceed as follows to enter a container:
 - a) Click on the icon .
 - A new container is created.
 - b) Fill out the fields of the tab **Container**.

 **Tip:** If the **Load State** of the container has the value **full**, enter bulk cargo for the container.

12. Proceed as follows to enter bulk cargo in one container:
 - a) Highlight the container and click on the  icon.
New bulk cargo is created for the container.
 - b) Fill out the fields of the tab **Good Item**.
13. To enter loose bulk cargo, proceed as follows:
 - a) Click on the icon .
 - A new bulk cargo is created.
 - b) Fill out the fields of the tab **Good Item**.
14. If required, fill out the other mandatory fields for the container or the bulk cargo.

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

15. To record a customs declaration, proceed as follows:
 - a) Click on the icon .
 - This opens the window **New Customs Declaration**.
 - b) Fill out the field **Type**.

 **Tip:**

- If you select the customs declaration type **AES**, you can enter the customs data directly in the fields **Container**, **Complete MRNs/Portrefs** and/or **Incomplete MRNs/Portrefs**.
- If you select the customs declaration type **SAC**, you can enter the port references directly in the fields **Complete MRNs/Portrefs** and/or **Incomplete MRNs/Portrefs**.

- c) Click on the button **OK**.
A new customs position is created.
16. To enter a customs position, proceed as follows:
 - a) Highlight the customs declaration and click on the  icon.
This opens the window **New Customs Position**.
 - b) Select a good from the drop-down menu.
 - c) Click on the button **OK**.
A new customs position is created.
17. To enter a new customs parcel, proceed as follows:
 - a) Highlight the customs position and click on the  icon.
This opens the **New customs package** window.
 - b) Select a good from the drop-down menu.
 - c) Click on the button **OK**.
A new customs position is created.
18. To save the port order, click the entry **Save** in the area **Actions**.
The port order is shown in the overview.
19. To send the port order, click on the entry **Send** in the area **Actions**.
The window **DAKOSY GE (GE)** opens.
20. Fill out the field **Port Order Code**. You can search for an **Port Order Code**.

 **Tip:**

- The mandatory fields can change after Port Order Code has been selected.
- You can send up to three order types simultaneously. The order types sent are subject to an individual check in dbh's system. The following order types and incorrect order types must be resent.

21. Click on the button **OK**.

The **EDI-Status** is **Pending**.



Important: The port order is blocked for further processing until a response is received.

22. Close the port order.
23. Check the port order for responses.



Important: If you have received an error status for your declaration, you must remedy the error. You can find instructions in section [Process errors \(freight carrier\)](#) on page 17.



Tip:

- The view does not update itself. To update the view, click on the icon .
- You can receive responses such as BHT references or errors by email. If you would like to use the email function, please contact support@dakosy.de.

If the port order is free of errors, customs sends a confirmation. The **EDI-Status** of the port order changes to **Confirmed**.

1.2 Copy port order

This section describes how to copy a port order. Depending on the context, you can provide different information when making the copies.

You have opened the overview **Export Port Order** or **Import Port Order**.



Important: After copying a port order, do not change the port of loading. If you change a port of loading, you will receive an error message when sending the port order.

1. Click on the port order in the overview which you would like to copy.
2. In the area **Actions**, click on the menu entry **Copy**.
The window **Copy PortOrder** opens. Depending on the context, different check boxes are provided.
3. Fill out the field **Shipment-Number** with a clear value.



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

4. Depending on the context, select **Port of Loading** or **Port of Destination**.
5. To copy data into the new port order, activate the check box.



Tip:

- If required, change the direction of transport.
- You can also copy existing transport orders and customs declarations. The links between the port order and the transport orders and customs declarations are added in the **Info center** tab of the shipment and the customs declarations.

6. Click on the button **OK**.
Depending on the menu item selected, the tab a **Port Order** opens.

1.3 Cancel port order

This section describes how to cancel a port order.

You have opened the overview **Export Port Order** or **Import Port Order**.

1. Open the port order you would like to cancel by double clicking on it.

2. In the area **Actions**, click on the menu entry **Cancel**.
The window **Really cancel the port order?** opens.
3. Select the **Port Order Code** you want to cancel.
4. Click on the button **OK**.
The cancellation is sent and the status of the port order changes to **Cancellation Pending**.
5. Click on the tab **Messages & Status**.
6. Wait until ZAPP confirms the cancellation.
The status of the port order changes to **Cancelled**.
7. You can continue to edit the port order or close it.

1.4 Reset port order

This section describes how to reset a port order. If the port order includes a shipment, the data of the shipment is reinstated when you reset. If there is only a port order, all fields are deleted.

- If the port order was not sent, you can revoke all changes.
 - You have opened a port order.
1. In the area **Actions**, click on the menu entry **Recreate**.
The window **Choose a seaport** opens.
 2. Depending on the context, select **Port of Loading** or **Port of Destination**.
 3. Click on the button **OK**.
The window **Reset Shipment** opens.
 4. To reset the data, activate the check box.
 5. Click on the button **OK**.
The data is reset.
 6. You can continue to edit the port order.

2 Examples export port order BHT

In this section, you can find general information on presentations and entering the MRN in the export port order for the ports of loading of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven. Apart from this, you can find examples which can help you to enter your presentations.

The penultimate figure is E for export for MRNs from the export procedure AES in Germany. Example: 08DE460501178932E8



Tip: If the penultimate figure of the German MRN is not E, the MRN cannot be declared as part of the AES procedure.

Declaration of an MRN is divided into three steps:

- The uppermost step is the MRN.
- The second step is one (or several) customs positions in the MRN.
- The third step are the parcels or types of parcels in a customs position.

To create the export port order Bremen (BHT), calculate the number of customs positions and the number of parcel IDs (types of parcel) on the export accompanying document (EAD). You can find the number of positions in the field **Positionen (5)** of the EAD (highlighted in green).



Important: The value in the field **Packst. insgesamt (6)** is not the number of parcel IDs.

| | | | | | | |
|---------------------------------|---|----------------------|----------------|------------------------|--|--|
| EUROPÄISCHE GEMEINSCHAFT | | VERFAHREN (1) | | MRN 16DE586600566853E3 | | |
| Ausfuhrbegleitdokument | Versender/Ausführer (2) Dakosy Datenkommunikationssystem AG Mattentwiete 2 20457 Hamburg DE | Nr. DE9000372 | EX Z | Bes. Umst. (S32) | | |
| | | | Vordrucke (3) | Anm. Sich. (S00) | | |
| | | | 1 2 | S | | |
| | | | | | | Ausstellungsdatum: 22.08.2016 12:33 Uhr |
| | Empfänger (8) Mr. Charles Kwok 6965 Great Tower Buildings 659630 Hong Kong CN | Nr. | Positionen (5) | Packst. insgesamt (6) | Bezugsnummer (7) | |
| | | | 2 | 14 | 16082333 / 0815/4711 | |
| | | | | | Beförderungskosten, Code für die Zahlungshinweise (S29) Vers./Ausf.L.Code (15) Bestimm.L.Code (17) | |
| | | | | | a DE a CN | |
| | | | | | Code für die zu durchfahrenden Länder (S13) DE, CN | |
| | Anmelder/Vertreter (14) [1] Dakosy Datenkommunikationssystem AG Mattentwiete 2 20457 Hamburg DE | Nr. DE9000372 | | | Vertreter der Person, die summ. Anm. abgibt (14b) | |

Figure 2: Number of positions in the EAD

You can find the parcel IDs in the **Liste der Positionen**. The following information is set out in the **Anzahl und Art der Packstücke, Zeichen und Nummer der Packstücke (31.1)** field:

- Parcel ID (highlighted in red)
- Number of parcels (highlighted in blue)
- Type of parcel

- Mark and number

EUROPÄISCHE GEMEINSCHAFT

| | | | | | | | | | | | | | | | |
|---|---|--------------------------------------|--|-------------|---------|---|---|------------|-----------|----|---|----------------------------|---------------|---|--|
| LISTE DER WARENPOSITIONEN - AUSFUHR | | Vordrucke (3) 2 2 | MRN 16DE586600566853E3 | | | | | | | | | | | | |
| Pos.-Nr. (32) | Anzahl und Art der Packstücke, Zeichen und Nummern der Packstücke (31.1) | Warenbezeichnung (31.4) | | | | | | | | | | | | | |
| Versender/Ausführer (2) | | Empfänger (8) | | | | | | | | | | | | | |
| Kennzeichen des Beförderungsmittels beim Abgang (18) | | Warennummer (33) | | | | | | | | | | | | | |
| Kennnummer der Sendung (Unique Consignment Ref. Nr.) (7) | | Summarische Anmeldung/Vorpapier (40) | | | | | | | | | | | | | |
| Vorgelegte Unterlagen / Bescheinigungen (44.1) | | Container-Nr. (31.3) | Nummer des Zollverschlusses (S28) | | | | | | | | | | | | |
| Besondere Vermerke (44.2) | | Verfahren (37) | Ausfuhrland (15a) Bestimmungsl. (17a) Rohmasse (kg) (35) | | | | | | | | | | | | |
| UNDG (44.4) | Beförderungskosten, Code für die Zahlungsweise (S29) | Anmeldungsart (1) | Statistischer Wert (46) Eigenmasse (kg) (38) | | | | | | | | | | | | |
| 1 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">1.</td><td style="width: 20px;">1</td><td>CT, Karton</td><td>Adresse</td></tr> <tr><td>2.</td><td>1</td><td>BX, Kasten</td><td>Adresse 1</td></tr> <tr><td>3.</td><td>2</td><td>HB, Korb, mit Henkel, Holz</td><td>Sonderausgabe</td></tr> </table> | 1. | 1 | CT, Karton | Adresse | 2. | 1 | BX, Kasten | Adresse 1 | 3. | 2 | HB, Korb, mit Henkel, Holz | Sonderausgabe | Bestecke bei Tisch und Küche, Besteckkoffer | |
| 1. | 1 | CT, Karton | Adresse | | | | | | | | | | | | |
| 2. | 1 | BX, Kasten | Adresse 1 | | | | | | | | | | | | |
| 3. | 2 | HB, Korb, mit Henkel, Holz | Sonderausgabe | | | | | | | | | | | | |
| DE9000372 Dakosy Datenkommunikationssystem AG Mattentwiete 2 20457 Hamburg (DE) Deutschland | | 82159100 | | | | | | | | | | | | | |
| | | ohne | | | | | | | | | | | | | |
| Internationale Unterlagen: T: Y900 R: Die angemeldeten Waren fallen nicht unter das Washingtoner Übereinkommen (CITES) | | | | | | | | | | | | | | | |
| | | 1000 | DE CN 4000 | | | | | | | | | | | | |
| | | 3890 | | | | | | | | | | | | | |
| 2 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">1.</td><td style="width: 20px;">10</td><td>PX, Palette</td><td>Adresse</td></tr> </table> | 1. | 10 | PX, Palette | Adresse | Nicht elektrische Koch- und Heizgeräte. Hier: Töpfe | | | | | | | | | |
| 1. | 10 | PX, Palette | Adresse | | | | | | | | | | | | |
| DE9000372 Dakosy Datenkommunikationssystem AG Mattentwiete 2 20457 Hamburg (DE) Deutschland | | 74181010 | | | | | | | | | | | | | |
| | | ohne | | | | | | | | | | | | | |
| | | 1000 | DE CN 8000 | | | | | | | | | | | | |
| | | 7800 | | | | | | | | | | | | | |

Figure 3: Parcel ID in EAD

In this example, the MRN consists of two customs positions. The first customs position consists of three types of parcel.

- The first type of parcel (1 box) has the parcel ID 1.
- The second type of parcel (1 crate) has the parcel ID 2.
- The third type of parcel (2 baskets) has the parcel ID 3.

The second customs position consists of a parcel ID 1 (10 pallets).



Tip: The parcel ID is not the number of parcels, but the consecutive number of the type of parcel within a customs position.

The numbering of parcel IDs within a customs position always begins with 1 and is counted up consecutively. The parcel IDs of the subsequent customs position begin with the number 1 again.

The individual case studies describe the entry of an AES-MRN in an export port order Bremen (BHT). To enter the declaration correctly, you need a parcel list or to know which goods are in which container.

To make the declaration as simple as possible for you, your customer can help you as follows:

- He gives you a list of parcels.
- He produces an export declaration (MRN) for each container.

- He loads the goods in such a way that one or several positions of the MRN are completely contained in a single container.

Completeness mark

The following types of completeness can be stated in the export port order Bremen (BHT):

- Completeness of a parcel ID (type of parcel)
- Completeness of a customs position
- Completeness of an MRN

If an MRN has several positions, one position can be marked complete on the position level and another position on the parcel ID level. Example: One parcel ID was loaded into several containers.

Please observe the following when declaring a customs position on the parcel ID level:

- You must declare all parcel IDs.
- You can only declare a parcel ID completely once.



Tip: Parcel IDs may be 'incompletely' declared several times.

You can find the simplest type of completeness in the following list:

- If the goods of an MRN are completely loaded into one container, completeness can be declared on the MRN level.
- If the number of customs positions of an MRN is equal to, or greater than, the number of containers, completeness can be declared on the position level.
- In all other cases, and if the consignment contains dangerous goods, completeness must be declared on the parcel ID level.



Important: Always select the simplest method of declaring completeness.

2.1 Goods belonging to an AES-MRN, completely loaded in several containers.

This section describes how to enter a good belonging to an MRN from the export procedure, which will be completely loaded into several containers, in an export port order BHT. The MRN has one or several customs positions and one or several parcel IDs.

You have opened a sea freight export port order for the loading ports of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven.

1. On the **BHT Quick Entry**, first enter the **Port Voyage ID** field.
The fields **Shipping Agent**, **Port of Discharge**, **Quay**, **Vessel Name**, **Booking Reference**, **ETD** and **ETA** are adopted from the vessel departure.
2. At least the following fields must be filled out:
 - **Conveyance**
 - **Container**
 - **Type**
 - **Container Status**
 - **Goods Code**
 - **Gross Weight**
3. Activate the radio button **full** in the field **Load State**.
4. Fill out the **AES MRN** field.



Important: Because the goods belonging to the MRN were divided up among several containers, the indicator **Complete** must be removed.

5. Click on the tab **Goods**.

The container and the customs data entered are shown in the overview.



Important: You can find the customs data in the tree diagram under the container.

6. To open the customs data, click on the MRN.

7. To enter the position number or parcel ID of the customs position, double click on the first row in the **Customs positions** table. You have several options:

- If the customs position contains exactly one parcel ID and this is completely declared in the container, fill out the field **Position**. Activate the check box **Complete**.
- Fill out the fields **Position** and **Goods ID**. Activate the check box **Complete** if one of the following applies:
 - The bulk cargo is fully declared in one container.
 - The final parcel ID for the bulk cargo divided among the containers is being declared.

8. To enter other containers, click on the  icon and fill out the fields. Repeat the previous steps for each container.

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

2.2 Completely declare bulk cargo goods belonging to one or several AES-MRNs

This section describes how to enter bulk cargo goods belonging to one or several MRNs from the export procedure in an export port order BHT. The MRN has several customs positions and a parcel ID as bulk cargo with accessories.

You have opened a sea freight export port order for the loading ports of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven.

1. On the **BHT Quick Entry**, first enter the **Port Voyage ID** field.

The fields **Shipping Agent**, **Port of Discharge**, **Quay**, **Vessel Name**, **Booking Reference**, **ETD** and **ETA** are adopted from the vessel departure.

2. Fill out the field **Conveyance**.

3. Click on the tab **Goods**.

The overview of all goods and customs declarations is displayed. The goods are divided according to **Container** and **Unassigned Goods**.

4. Click on the icon .

A new bulk cargo is created.

5. Fill out at least the mandatory fields.



Important: The field **Pieces** must be filled out for the first bulk cargo.

6. To enter the MRN, proceed as follows:

a) Highlight the bulk cargo and click on the  icon.

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

b) For field **Type**, select the value **AES - AES** and click on the **OK** button.

The customs data of the bulk cargo is shown on the **Goods** tab.

c) Fill out the field **MRN**.

7. To enter the position number or parcel ID of the customs position, double click on the first row in the **Customs positions** table. You have several options:

- If the customs position contains exactly one parcel ID and this is completely declared in the container, fill out the field **Position**. Activate the check box **Complete**.
- Fill out the fields **Position** and **Goods ID**. Activate the check box **Complete** if one of the following applies:
 - The bulk cargo is fully declared in one container.

- The final parcel ID for the bulk cargo divided among the containers is being declared.

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

2.3 Container with type of declaration EXP

This section describes how to enter a good for the type of declaration EXP (export remark), which will be loaded completely into one container, in an export port order BHT.

You have opened a sea freight export port order for the loading ports of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven.

1. On the **BHT Quick Entry**, first enter the **Port Voyage ID** field.
The fields **Shipping Agent**, **Port of Discharge**, **Quay**, **Vessel Name**, **Booking Reference**, **ETD** and **ETA** are adopted from the vessel departure.
2. At least the following fields must be filled out:
 - **Conveyance**
 - **Container**
 - **Type**
 - **Container Status**
 - **Goods Code**
 - **Gross Weight**
3. Activate the radio button **full** in the field **Load State**.
4. Click on the tab **Goods**.
The container will appear in the overview.
5. Click on the icon .
This opens the window **New Customs Declaration**.
6. Fill out the field **Type** with the value **EXP**.
7. Click on the button **OK**.
Customs data is set up.
8. Fill out the **Exporter/Shipper** field.
9. Double click on the first row in the **Customs positions** table.
The window **DAKOSY GE** opens.
10. Fill out at least the mandatory fields. The mandatory fields can change after an entry.
11. To enter another customs position, click on the **Add** button and repeat the preceding steps for each customs position.
12. When you have entered all customs positions, click on the **OK** button.
The customs positions are shown in the table.



Tip: You can sort the table by clicking on a column heading.

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

2.4 Bulk cargo goods belonging to an AES-MRN, declare minimum volume: an entire position is missing

This section describes how to enter goods belonging to an MRN from the export procedure in an export port order BHT as a minimum volume. Example: A position belonging to an MRN with several positions is not loaded into a single container.

You have opened a sea freight export port order for the loading ports of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven.

1. On the **BHT Quick Entry**, first enter the **Port Voyage ID** field.
The fields **Shipping Agent**, **Port of Discharge**, **Quay**, **Vessel Name**, **Booking Reference**, **ETD** and **ETA** are adopted from the vessel departure.

2. At least the following fields must be filled out:
 - **Conveyance**
 - **Container**
 - **Type**
 - **Container Status**
 - **Goods Code**
 - **Gross Weight**
3. Activate the radio button **full** in the field **Load State**.
4. Fill out the **AES MRN** field.
5. Click on the tab **Goods**.
The container and the customs data entered are shown in the overview.



Important: You can find the customs data in the tree diagram under the container.

6. To open the customs data, click on the MRN.
7. Double-click on the first row in the **Customs positions** table.
8. For the missing customs position, activate the check box **Reduced Quantity**.
9. Fill out the field **Position** and activate the check box **Complete**.
10. To enter another customs position, click on the **Add** button and repeat the preceding steps for each customs position.
11. When you have entered all customs positions, click on the **OK** button.
The customs positions are shown in the table.



Tip: You can sort the table by clicking on a column heading.

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

2.5 Bulk cargo goods belonging to an AES-MRN, declare minimum volume: a parcel ID is missing

This section describes how to enter goods belonging to an MRN from the export procedure in an export port order BHT as a minimum volume. Example: A parcel ID belonging to an MRN with a position is not loaded into a container.

You have opened a sea freight export port order for the loading ports of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven.

1. On the **BHT Quick Entry**, first enter the **Port Voyage ID** field.
The fields **Shipping Agent**, **Port of Discharge**, **Quay**, **Vessel Name**, **Booking Reference**, **ETD** and **ETA** are adopted from the vessel departure.
2. At least the following fields must be filled out:
 - **Conveyance**
 - **Container**
 - **Type**
 - **Container Status**
 - **Goods Code**
 - **Gross Weight**
3. Activate the radio button **full** in the field **Load State**.
4. Fill out the **AES MRN** field.
5. Click on the tab **Goods**.
The container and the customs data entered are shown in the overview.



Important: You can find the customs data in the tree diagram under the container.

6. To open the customs data, click on the MRN.
7. Double-click on the first row in the **Customs positions** table.
8. For the missing parcel ID, activate the check box **Reduced Quantity**.
9. Fill out the fields **Position** and **Goods ID**.
10. Activate the radio button **Complete**.
11. To other parcel IDs, click on the **Add** button and repeat the preceding steps for each parcel ID.
12. When you have entered all parcel IDs, click on the **OK** button.
The parcel IDs are shown in the table.



Tip: You can sort the table by clicking on a column heading.

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

2.6 Bulk cargo goods belonging to an AES-MRN, declare minimum volume: a parcel ID reduced

This section describes how to enter goods belonging to an MRN from the export procedure in an export port order BHT as a minimum volume. Example: A parcel ID belonging to an MRN with a position is loaded into a container with reduced number and weight.

You have opened a sea freight export port order for the loading ports of Bremen, Bremerhaven, Cuxhaven or Wilhelmshaven.

1. On the **BHT Quick Entry**, first enter the **Port Voyage ID** field.
The fields **Shipping Agent**, **Port of Discharge**, **Quay**, **Vessel Name**, **Booking Reference**, **ETD** and **ETA** are adopted from the vessel departure.
2. At least the following fields must be filled out:
 - **Conveyance**
 - **Container**
 - **Type**
 - **Container Status**
 - **Goods Code**
 - **Gross Weight**
3. Activate the radio button **full** in the field **Load State**.
4. Fill out the **AES MRN** field.
5. Click on the tab **Goods**.
The container and the customs data entered are shown in the overview.



Important: You can find the customs data in the tree diagram under the container.

6. To open the customs data, click on the MRN.
7. Double-click on the first row in the **Customs positions** table.
8. Fill out the fields **Position** and **Goods ID**.
9. To enter a complete parcel ID, activate the **Complete** button.
10. To enter a reduced parcel ID, proceed as follows:
 - a) Activate the check box **Reduced Quantity**.
 - b) Fill out the fields **Gross Weight** and **Net Weight** with the actual values that the parcel ID is loaded with.



Important: The value of the fields **Gross Weight** and **Net Weight** must be less than the values given in the export declaration.

11. To other parcel IDs, click on the **Add** button and repeat the preceding steps for each parcel ID.
12. When you have entered all parcel IDs, click on the **OK** button.
The parcel IDs are shown in the table.



Tip: You can sort the table by clicking on a column heading.

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

3 Create article

This section describes how to create an article.

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

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

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



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

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

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

The document is shown in the table.

You can find an overview of the documents entered on the **Customs/Documents** tab.

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

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

3.1 Create article (shortcut)

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

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

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

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

4. You have several options:

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

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

4 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 |
|----------------------|------|------|------------|----------------|-------------|-----------|-----------|
| 1 | AES | AES | error | | | DEHAM | CIABJ |
| 1 | AES | AES | error | | | DEHAM | CIABJ |
| 1 | AES | AES | | | | DEHAM | |
| 1 | AES | AES | | | | DEBRV | CNSHA |

Figure 4: 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.

5 Print/fax/mail document

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

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

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

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

| Field | Description |
|---------------------------------|---|
| Available Document Types | <p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing. |

3. Highlight the check box for the issue and enter the necessary data, such as an email address.

| Field | Description |
|----------------------|--|
| Preview | Prints or opens the document as a pdf document. |
| Save document | The document is stored. |
| print | If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer. |
| Fax | The document is being sent as a fax. |
| Email | The document is sent as a pdf file in an attachment to an email. |

 **Tip:** Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

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

 **Tip:** If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

6 Contact information

You will find contact information in this section.

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](#)

Questions on Bremen Port Telematics

- Contact partner: dbh
- Telephone: [+49 \(0\)421 3090 233](tel:+49(0)4213090233)
- Email: support@dbh.de

Specific questions Bremen customs

- Contact partner: CCO Bremen, CO Neustädter port
- Telephone: [+49 \(0\)421 521 890](tel:+49(0)421521890)
- Email: poststelle@zahb-neustaedterhafen.bfinv.de

Specific questions Bremerhaven customs

- Contact partner: CCO Bremen, CO Bremerhaven
- Telephone: [+49 \(0\)471 984 20](tel:+49(0)47198420)
- Email: poststelle@zahb-bremerhaven.bfinv.de