



Export port order Hamburg

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DAKOSY
Datenkommunikationssystem AG

Mattentwiete 2
20457 Hamburg
www.dakosy.de

+49 40 37003-0
info@dakosy.de

Alteration service

DAKOSY

Datenkommunikationssystem AG

Training team

Mattentwiete 2

20457 Hamburg

Telephone: +49 40 37003-0

E-Mail: dokumentation@dakosy.de

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[1] the application's online help

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1 Export port order Hamburg

This section describes the export port order in Hamburg.

Since 1.7.1997, exports in the port of Hamburg have been monitored electronically, assisted by ZAPP (Zoll-Ausfuhrüberwachung im Paperless Port).

All economic operators which settle export consignments via the port of Hamburg must notify them electronically to ZAPP. ZAPP makes a direct check of content and consistency and then grants release for export (B-number/Z-number) or a control measure stipulated by customs. Examples:

- Loading stop
- Examination of goods

ZAPP is a special solution which has been specifically adapted for the customs-side export processes at the port of Hamburg. As part of the export port order, a distinction is made between the unloading remark (GM01) and the port data set (HDS):

- The unloading remark only contains information for customs.
- As part of the port data set, the information is transmitted to customs, and the quay delivery request is transmitted to the quay operator.

Depending on the customs document, different ZAPP declarations can be distinguished. You can find a list of declarations in section *ZAPP declarations* on page 13.

i Tip: In section *Examples export port order Hamburg* on page 7, you can find examples which can help you in creating your export port order for the port of loading of Hamburg.

The process was changed when the ATLAS export procedure AES was introduced on 1.7.2009. Because AES does not take account of the particularities of the sea port of Hamburg, both systems were connected in such a way that export settlement can still be done automatically, quickly and electronically:

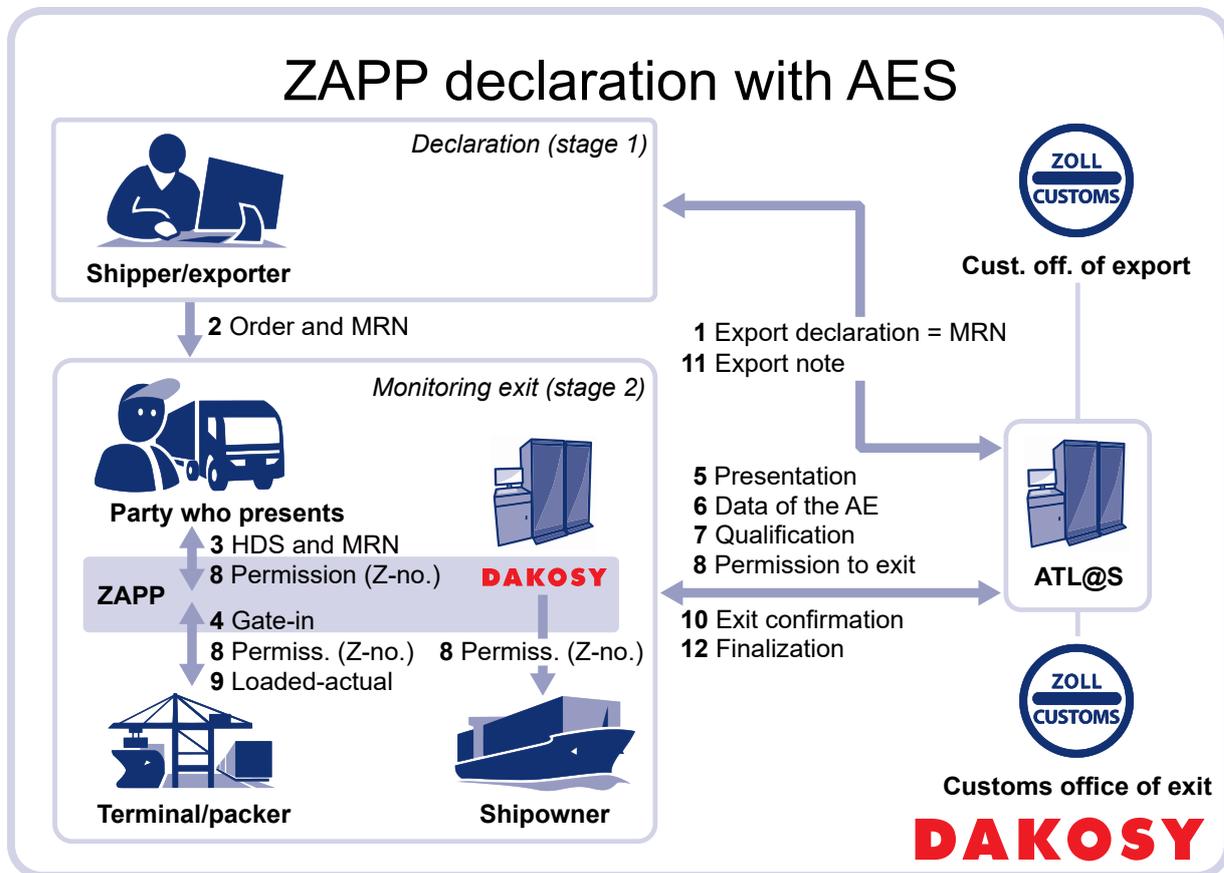


Figure 1: Process ZAPP declaration with AES

1. The exporter creates an export declaration and sends this to ATLAS. It receives an MRN.
2. The exporter then gives an order to the party who presents.
3. The party who presents (e.g. a sea port carrier) sends a port data set (HDS) including the MRN to ZAPP.
4. The quay operator notifies the arrival of the goods to ZAPP (gate-in).
5. ZAPP sends the (re-)presentation of the goods to ATLAS automatically.
6. ATLAS sends the data belonging to the MRN in the export declaration to ZAPP.
7. ZAPP sends the message qualification back to ATLAS.
8. ATLAS sends the permission to exit to ZAPP and ZAPP distributes this permission for exit to the participants as a 'Z-number' status.
9. When the goods have been loaded, the quay operator sends a loading status to ZAPP.
10. ZAPP notifies ATLAS of the exit of the goods.
11. ATLAS confirms the actual exit of the goods to the exporter.
12. ATLAS notifies ZAPP of the completion of the operation.

1.1 Create export port order Hamburg

This section describes how to create an export port order for Hamburg.

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 the value **DEHAM - Hamburg** from the drop-down menu for the field **Port of Loading**.
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.
9. Fill out the fields of the tab **Transport**.



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

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**.
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 **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**.
This opens the window **Create a new Port Order Message**.
20. Select the **Port Order Code** from the drop-down menu.



Tip: The mandatory fields can change after Port Order Code has been selected.

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 ZAPP references or errors by email. The receipt of emails is controlled via the **User Maintenance > Event handler**. You can find further information in sections *Event handling*, *Actions* and *Assign action*.

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

1.2 Enter dangerous goods into an export port order.

This section describes how to enter a dangerous goods into an export port order for Hamburg.

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

1. On the **General** tab, activate the check box **Gefahrgut verifiziert**.
2. Fill out the field **Booking Reference** on the **Transport** tab.
3. Click on the tab **Goods**.

 **Important:**

- If it is a tank container, you can enter the dangerous goods on the level of the container.
- If it concerns other containers, you must enter one substance per DGD (Dangerous Goods Declaration) under the container on the 2nd level. To enter a substance, highlight the container in the overview and click on the  icon.

4. Fill out the following fields on the **Good Item** tab:
 - **Pieces**
 - **Package Type**
 - **Gr. Weight**
 - **Marks & Numbers**
 - **Nature of Goods**

5. Click on the tab **Dangerous**.

6. Fill out the following fields:

Field	Description
UN No.	UN number. The IMDG Class is filled out automatically.
IMDG Description	IMDG designation from the DGD (Dangerous Goods Declaration)
Marine pollutant	If the dangerous goods is a marine pollutant, activate the check box.
Packing group	If you enter dangerous goods belonging to category 3, select a packaging group.
Flashpoint	If you are entering a dangerous goods belonging to category 3, you have to enter the combustion point in degrees Celsius.
Quantity type	If there is a limited quantity of the dangerous goods, select the volume type from the drop-down menu.

7. To save the port order, click the entry **Save** in the area **Actions**.
8. Close the port order.

1.3 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.

1.4 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.

1.5 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 Hamburg

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

If an export port order Hamburg is intended to be an unloading remark (GM01), only an export declaration may be stated. A port order must be sent as a port data set (HDS) in the following cases:

- If several export declarations are made in a port order.
- If dangerous goods are declared in a port order.

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.

2.1 Goods belonging to an AES-MRN, completely loaded into one container.

This section describes how to enter goods belonging to an MRN from the export procedure, which will be completely loaded into one container, in an export port order for Hamburg.

You have opened a sea freight export port order for the loading port of Hamburg.

1. 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**.
2. Click on the icon .
3. Fill out at least the fields **Container**, **Type** and **Nature of Goods**.
4. To enter the MRN, fill out the field **AES MRN** and activate the check box **Complete**.
A new customs declaration and customs position are created.
5. In the area **Actions**, click on the entry **Save**.

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

This section describes how to enter goods belonging to an MRN from the export procedure, which will be completely loaded into several containers, in an export port order for Hamburg.

You have opened a sea freight export port order for the loading port of Hamburg.

1. 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**.
2. Click on the icon .
3. Fill out at least the fields **Container**, **Type** and **Nature of Goods**.
4. To enter the next container, repeat the previous steps for each container.

5. To enter the MRN, click on the icon .
This opens the window **New Customs Declaration**.
6. Select the value **AES** from the drop-down menu **Type**.
7. Click on the button **OK**.
A new customs declaration is created.
8. Fill out the field **MRN** and activate the check box **Complete**.
9. To enter the customs positions for all containers, proceed as follows:
 - a) Click on the icon .
This opens the window **New Customs Position**. A new container is created.
 - b) Click on the button **OK**.
A customs position is created for the container.
 - c) Repeat the previous steps until you have entered a customs position for each container.
10. In the area **Actions**, click on the entry **Save**.

2.3 Goods belonging to several AES-MRNs, completely loaded into one container.

This section describes how to enter goods belonging to several MRNs from the export procedure, which will be completely loaded into one container, in an export port order for Hamburg.

You have opened a sea freight export port order for the loading port of Hamburg.



Important: A port order can only be sent as a port data set (HDS): Only one MRN is permitted per unloading remark (GM01).

1. 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**.
2. Click on the icon .
A new container is created.
3. To enter the goods belonging to the MRN, proceed as follows:
 - a) Click on the container.
 - b) Click on the icon .
New bulk cargo is created for the container.
 - c) Fill out at least the mandatory fields.
 - d) To enter the MRN, fill the field **AES MRN** and select the check box **Complete**.
A new customs declaration and customs position are created.
 - e) Repeat the previous steps until you have entered a customs declaration and a customs position for each MRN.
4. In the area **Actions**, click on the entry **Save**.

2.4 Goods belonging to several AES-MRNs, completely loaded into several containers.

This section describes how to enter goods belonging to several MRNs from the export procedure, which will be completely loaded into several containers, in an export port order for Hamburg.

You have opened a sea freight export port order for the loading port of Hamburg.



Important: A port order can only be sent as a port data set (HDS): Only one MRN is permitted per unloading remark (GM01).

1. 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**.

2. Click on the icon .
A new container is created.
3. Fill out at least the fields **Container**, **Type** and **Nature of Goods**.
4. To enter the MRN, fill out the field **AES MRN** and activate the check box **Complete**.
A new customs declaration and customs position are created.
5. Repeat the previous steps until you have entered each container with a customs declaration and a customs position.
6. In the area **Actions**, click on the entry **Save**.

2.5 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 Hamburg.

You have opened a sea freight export port order for the loading port of Hamburg.



Tip: If the bulk cargo is to be declared in a consolidated cargo container, fill out the field **Quay** on the tab **Transport** with the value **SAMM**.

1. 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**.
2. Click on the icon .
A new bulk cargo is created.



Tip: Different bulk cargoes which have been declared to customs with a single MRN can be aggregated in a single bulk cargo position. Add the number and the weight.

3. Fill out at least the mandatory fields.
4. To enter the MRN, fill out the field **AES MRN** and activate the check box **Complete**.
A new customs declaration and customs position are created.
5. Repeat the previous steps until you have entered all MRNs.
6. In the area **Actions**, click on the entry **Save**.

2.6 Goods belonging to several AES-MRNs, completely loaded into compound container(s).

This section describes how to enter goods belonging to several MRNs from the export procedure, which will be completely loaded into one or several compound container(s), in an export port order for Hamburg.

- A bulk cargo has already been presented. You can find instructions in section [Completely declare bulk cargo goods belonging to one or several AES-MRNs](#) on page 9.
- Alternatively, the goods were delivered with Z-numbers.
- You have opened a sea freight export port order for the loading port of Hamburg.



Important:

- A port order can only be sent as a port data set (HDS): Only one MRN is permitted per unloading remark (GM01).
- It concerns the entry of one or several containers.

1. 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**.
2. Click on the icon .

A new container is created.

3. Fill out at least the fields **Container**, **Type** and **Nature of Goods**.
4. To enter more containers, repeat both the previous steps for each container.
5. To enter the Z-numbers, click on the icon .
This opens the window **New Customs Declaration**.
6. Select the value **SAC** from the drop-down menu **Type**.
7. Enter the Z-numbers in the field **Complete MRNs/Portrefs**.



Important: Separate the Z-numbers with , or press the `Enter` key.



Tip: You can also enter a mixed consolidated cargo container by entering the B-, S- and Z-numbers.

A customs declaration is created for each Z-number.

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

2.7 Goods belonging to an AES-MRN, declare minimum volume for accessories

This section describes how to enter a minimum volume for accessories belonging to an MRN from the export procedure in an export port order for Hamburg. Example: No volumes were stated for the accessories position(s). The minimum volume is declared for the position of the MRN for which a volume was stated.

You have opened a sea freight export port order for the loading port of Hamburg.

1. 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**.
2. Click on the icon .
A new container is created.
3. Fill out at least the fields **Container**, **Type** and **Nature of Goods**.
4. To enter the goods belonging to the MRN, proceed as follows:
 - a) Click on the container.
 - b) Click on the icon .
New bulk cargo is created for the container.
 - c) Fill out at least the mandatory fields.
5. To enter the accessories belonging to the MRN, proceed as follows:
 - a) Click on the container.
 - b) Click on the icon .
New bulk cargo is created for the container.
 - c) Activate the check box **Enclosure**.
 - d) Fill out the fields **Nature of Goods** and **Marks & Numbers**.



Tip: For accessories, the value 0 is permitted in the field **Pieces**.

6. Repeat the previous steps until you have entered all goods and accessories belonging to the MRN.
7. To enter the MRN, click on the icon .
This opens the window **New Customs Declaration**.
8. Select the value **AES** from the drop-down menu **Type**.
9. Click on the button **OK**.
A new customs declaration is created.

10. Fill out the field **MRN** and activate the check box **Complete**.
11. To enter the customs positions for all positions of the MRN, proceed as follows:
 - a) Click on the icon **+**.
This opens the window **New Customs Position**.
 - b) Select a bulk cargo from the drop-down menu.
 - c) Click on the button **OK**.
A customs position for the bulk cargo.
 - d) Fill out the field **Position**.



Important: You cannot enter a minimum volume for accessories where no volume is stated. For a position where a volume is stated, activate the check box **Reduced Quantity** and enter the actual weight to be loaded in the field **Net Weight**.

- e) Repeat the previous steps until you have entered a customs position for each position of the MRN.
12. In the area **Actions**, click on the entry **Save**.

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

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

You have opened a sea freight export port order for the loading port of Hamburg.

1. 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**.
2. Click on the icon **+**.
A new bulk cargo is created.
3. Fill out at least the mandatory fields.
4. To enter the next positions of the MRN, repeat the previous steps for each position.
5. To enter the MRN, click on the icon **🔗**.
This opens the window **New Customs Declaration**.
6. Select the value **AES** from the drop-down menu **Type**.
7. Click on the button **OK**.
A new customs declaration is created.
8. Fill out the field **MRN** and activate the check box **Complete**.
9. To enter the customs positions for all positions of the MRN, proceed as follows:
 - a) Click on the icon **+**.
This opens the window **New Customs Position**. A bulk cargo is displayed.
 - b) Click on the button **OK**.
A customs position for the bulk cargo.
 - c) Fill out the field **Position**.



Important: For the missing customs position, activate the check box **Reduced Quantity** and enter the value **0** in the field **Net Weight**.

- d) Repeat the previous steps until you have entered a customs position for each position of the MRN.
10. In the area **Actions**, click on the entry **Save**.

2.9 Bulk cargo goods belonging to an AES-MRN, declare minimum volume: Parts of a position are missing

This section describes how to enter a minimum volume for a customs position belonging to an MRN from the export procedure in an export port order for Hamburg. Example: All positions belonging to an MRN with several positions should be loaded, but parts of a position are missing.

You have opened a sea freight export port order for the loading port of Hamburg.

1. 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**.
2. Click on the icon .
A new bulk cargo is created.
3. Fill out at least the mandatory fields.



Tip: If you want to inform the quay operator of the reduced position, enter the reduced number and the reduced weight.

4. To enter the next positions of the MRN, repeat the previous steps for each position.
5. To enter the MRN, click on the icon .
This opens the window **New Customs Declaration**.
6. Select the value **AES** from the drop-down menu **Type**.
7. Click on the button **OK**.
A new customs declaration is created.
8. Fill out the field **MRN** and activate the check box **Complete**.
9. To enter the customs positions for all positions of the MRN, proceed as follows:
 - a) Click on the icon .
This opens the window **New Customs Position**. A bulk cargo is displayed.
 - b) Click on the button **OK**.
A customs position for the bulk cargo.
 - c) Fill out the field **Position**.



Important: Activate the check box **Reduced Quantity** for the reduced position and enter the actual weight to be loaded in the field **Net Weight**.

- d) Repeat the previous steps until you have entered a customs position for each position of the MRN.
10. In the area **Actions**, click on the entry **Save**.

2.10 Deregister MRN

This section describes how to deregister an MRN from the export procedure in an export port order Hamburg.

You have opened a sea freight export port order for the loading port of Hamburg.

1. Cancel your port order. You can find instructions in section [Cancel port order](#) on page 5.
2. To deregister the MRN, click on the entry **Actions** in the area **Unsubscribe MRN**.
The window **Select MRN** number opens.
3. Select the MRN which you would like to deregister from the drop-down menu and click on the button **OK**.
A deregistration message is sent to ZAPP and ATLAS for the MRN. If this message is free of errors, the status of the port order changes to **Confirmed**.

3 ZAPP declarations

ZAPP declarations serve to enter customs data as part of the export port order for completion in the port of Hamburg. When making entries, the rules for entries as part of the ZAPP declaration from customs apply.

Abbreviation – name	Description
AES - AES	Presentation of electronic export declarations.
AEM - Atlas export common agriculture policity	Presentation of electronic export declarations, for which export restitution was requested.
AUS - Ausfallsystem/ Notfallkonzept	Presentation of electronic export declarations or declaration of summary exit declarations created as part of a plan for disruptions.
SAC - SAC	Joining of several bulk cargo consignments in one container. The bulk cargo consignments have already been declared with ZAPP.
SBF - Other exemption	No export declaration is required for: export consignments with a value of more than EUR 1000 which are not subject to any prohibitions or restrictions, goods accompanied by a carnet ATA, or empty containers.
BNR - B-Number	Presentation of electronic export declarations for which B-numbers have been presented.
DUX - DUX	Declaration of operations for which an exit summary declaration has been done. (There is a German MRN with an x in the penultimate place).
MIT - Notification (ex DUL/DUS/EXP)	Declaration of processes for which an exit summary declaration is required.

4 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**.

4.1 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**.

5 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 2: 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.

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 Hamburg customs

- Contact partner: HZA port of Hamburg – Ericus clearance
- Telephone: [+49 \(0\)40 302 130](tel:+49(0)40302130)
- Email: zapp.za-waltershof@zoll.bund.de