



# Export port order Western ports 1.10

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[1] the application's online help

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# 1 Export port order western ports

This section describes the export port order for western ports.

Communication occurs via the provider ECS.

The following ports belong to western ports:

- Antwerp (BEANR)
- Rotterdam (NLRTM)
- Amsterdam (NLAMS)


Depending on the port of loading, different declarations can be distinguished.

## 1.1 Create export port order Antwerp

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

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 **BEANR - Antwerpen** 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**.
  - a) Fill out the field **Quay** with the value **ANR**.
  - b) Fill out the field **Booking Reference**.
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. 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 9.

14. To record a customs declaration, proceed as follows:

- a) Click on the icon .  
This opens the window **New Customs Declaration**.
- b) Select one of the following values from the drop-down menu for the field **Type**:
  - **EX - EX**
  - **EU - EU**
  - **CO - CO**
  - **T1 - T1**
  - **T- - T-**
- c) Click on the button **OK**.  
A new customs position is created.



**Important:** You can only declare one MRN per export port order.

15. 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.

16. 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.

17. To save the port order, click the entry **Save** in the area **Actions**.  
The port order is shown in the overview.

18. To send the port order, click on the entry **Send** in the area **Actions**.  
This opens the window **Create a new Port Order Message**.

19. Select the **Port Order Code** from the drop-down menu.

To send an export declaration for Belgium, select the displayed value `HDS_BE - Export declaration Belgium`.



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

20. Click on the button **OK**.  
The **EDI-Status** is **Pending**.



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

21. Close the port order.

22. 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 11.

**Tip:**

- The view does not update itself. To update the view, click on the icon
- You can receive responses such as errors per 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 Create export port order Rotterdam

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

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 **NLRTM - Rotterdam** 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**.
10. Fill out the field **Quay** with the value **RTM**.
11. 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**.
12. 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**.
13. 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**.
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 9.

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**.
  - c) Click on the button **OK**.  
A new customs position is created.
16. Fill out the field **MRN**, depending on the declaration. You can find a list of declarations in section [Declarations Rotterdam](#) on page 7.



**Important:** Only one complete MRN can be declared per export port order. To declare a container with several MRNs, create one export port order per MRN and add the same container number. The container number will not be checked in the Netherlands.

17. 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.
18. 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.
19. To save the port order, click the entry **Save** in the area **Actions**.  
The port order is shown in the overview.
20. To send the port order, click on the entry **Send** in the area **Actions**.  
This opens the window **Create a new Port Order Message**.
21. Select the **Port Order Code** from the drop-down menu.  
To send an export declaration for the Netherlands, select the displayed value `HDS_NL - Export declaration Netherlands`.



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

22. Click on the button **OK**.  
The **EDI-Status** is **Pending**.



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


23. Close the port order.
24. 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 11.



**Tip:**

- The view does not update itself. To update the view, click on the icon .
- You can receive responses such as errors per 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**.

## 1.3 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 Declarations Rotterdam

The declarations serve to record customs data as part of the export port order for completion in the port of Rotterdam. A valid MRN **ECS** must be entered in the field **MRN** for the declaration. For all other declaration cases **MRN** a text field for entering the number stated in the table.

Abbreviation - name	Number to be stated
<b>ECS - Export Control System</b>	MRN   <b>Important:</b> There follows an examination of the MRN with the verification code.
<b>EX - EX</b>	MRN (individual number)
<b>EU - EU</b>	MRN (individual number)
<b>CO - CO</b>	MRN (individual number)
<b>TT1 - TT1</b>	MRN (individual number)
<b>RT1 - RT1</b>	MRN (individual number)
<b>TT2 - TT2</b>	MRN (individual number)
<b>RT2 - RT2</b>	MRN (individual number)
<b>ICT - ICT</b>	CMR, invoice number
<b>IM7 - IM7</b>	Individual consecutive number, top right of the document
<b>AAD - AAD</b>	ARC number from EMCS
<b>RAR - RAR</b>	Individual consecutive number, top right of the document
<b>TAR - TAR</b>	Individual consecutive number, top right of the document
<b>TIR-R - TIR-R</b>	Individual consecutive number of the TIR carnet
<b>TIR-D - TIR-D</b>	Individual consecutive number of the TIR carnet
<b>REX - REX</b>	Local Reference Number (LRN)
<b>RT5 - RT5</b>	Individual number on the T5 document
<b>TT5 - TT5</b>	Individual number on the T5 document
<b>ATA - ATA</b>	Individual consecutive number of the ATA carnet
<b>TNK - TNK</b>	Own reference number

### 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
<b>Article Code</b>	The article code identifies an article. The same article code may not be used for different articles.
<b>Item number</b>	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.
<b>Nature of goods</b>	Description of an item. The description is used on certain documents, for instance on customs declarations.
<b>Owner of goods</b>	The customer (owner) of the article. Referenced to the master data customer/address.
<b>Valid from</b>	Date from which the article may be used.
<b>Valid to</b>	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 <b>Article Code</b> field.
<b>Volume per package</b>	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
<b>Article Code</b>	The article code identifies an article. The same article code may not be used for different articles.
<b>Item number</b>	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.
<b>Owner of goods</b>	The customer (owner) of the article. Referenced to the master data customer/address.
<b>Valid from</b>	Date from which the article may be used.

Field	Description
<b>Valid to</b>	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 <b>Article Code</b> field.
<b>Nature of goods</b>	Description of an item. The description is used on certain documents, for instance on customs declarations.
<b>Inventory unit</b>	Measurement units in which the items are kept in the inventory of the customs warehouse.
<b>Batch management required</b>	If the check box is activated, the article must be handled as a batch.
<b>Tariff no.</b>	8-digit customs tariff number of the combined nomenclature/tares
<b>Tarice</b>	The 9th and 10th Digit in the customs tariff number (TARIC)
<b>National</b>	11th, purely national digit in the overall customs tariff number
<b>Valid from</b>	Date from which the goods number may be used.
<b>Valid to</b>	Date until which the goods number may be used.
<b>Supplement</b>	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 1: Incorrect port order**

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




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

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

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

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

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

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

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
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- [Contact form](#)