Export Germany - outgoing declaration 1.2

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Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] *www.bmf.gv.at/themen/zoll.html*

[2] *www.bazg.admin.ch*

[2] *www.zoll.de*

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1 Exit declaration

This chapter describes the exit declaration.

The exit declaration is the 2nd stage of the export procedure. It consists of at least three steps:

1. Send a presentation to the customs office of exit. If the customs office accepts the presentation, the data of exit is sent back.
2. Carry out the necessary qualifications. If the qualifications are complete and the completion indicator has been set, the customs office of exit takes action. If the customs office of exit does not order any control measures, the goods are released for exit.
3. Declare the goods with an exit confirmation from the customs office of exit. Provide information of the final destination of the goods, such as the exit from the customs union or forwarding to another customs office of exit. Optionally, you can make a transfer in the exit area.

Figure 1: Exit (2nd stage export procedure)
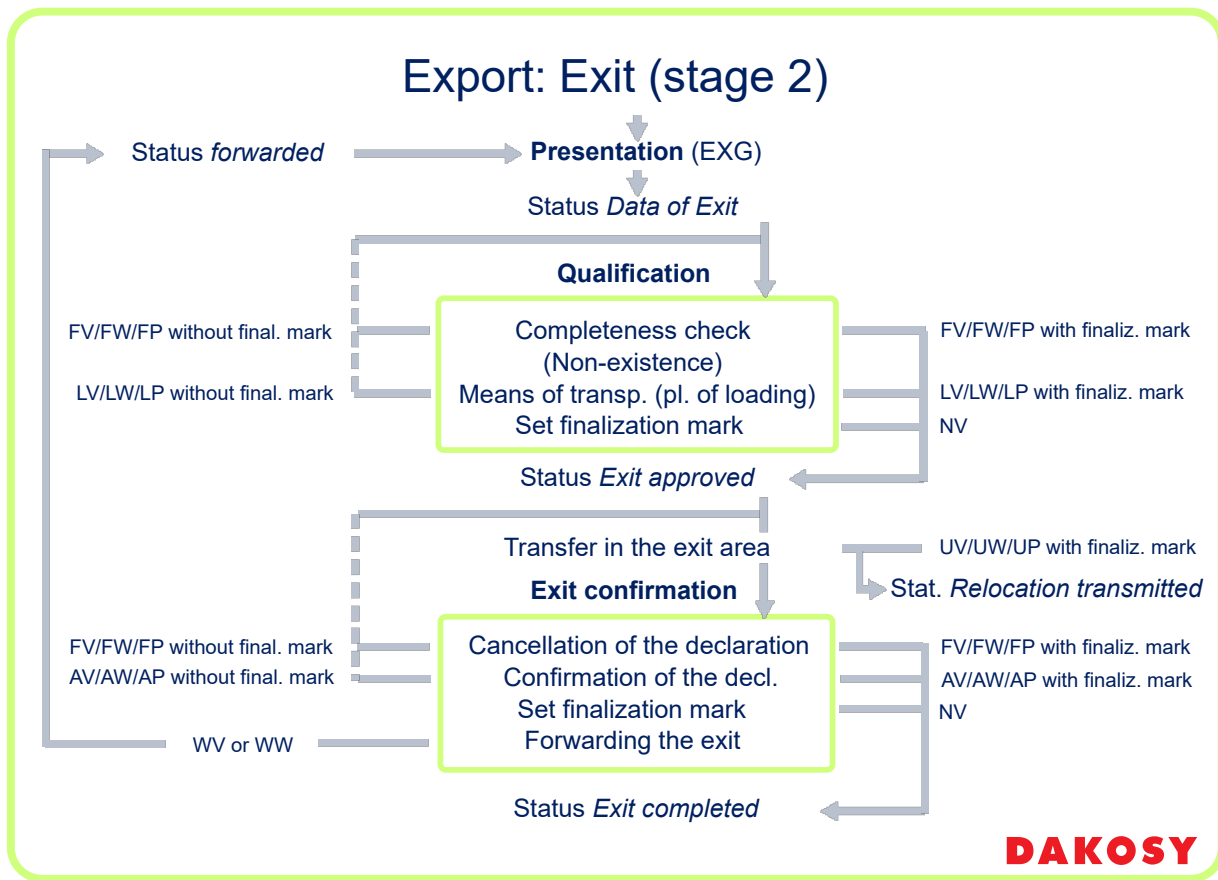
The abbreviations in the flow chart correspond to the values to be selected in the fields **Information Type** (qualification) and **Shipment Type** (exit confirmation).

> **Tip:** For customs offices with the AIR role, you can optionally send an export exit anticipation declaration (expectation at the exit). The export exit anticipation declaration must be sent before presentation.

2 EXG - Create party who presents

This chapter describes how to create an exit declaration for Germany. For the exit declaration, you create a presentation, carry out the necessary qualifications and declare the goods with an exit declaration from the customs office of exit.

Restriction: To create a customs declaration, you need at least the following permissions:
- **CustomsDeclarationEXPORT** > **personInChargeDE**
- **Customer** > **show**

1. Select the menu entry **Start** > ⊖ **Customs declarations**.
2. In the area ⧉ **Related actions** click on the entry ✛ **Create customs declaration**. The window **New Customs Declaration** opens.
3. Select the customs procedure **EXPORT**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **Export Exit Presentation Declaration**.
6. Enter a unique **Reference Number/LRN**.

Tip:
- To automatically generate a consecutive number, click the ✛ button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

7. Click on **OK**. The tab **Customs Declaration DE: EXG, RefNo/LRN: [Reference number]** opens. The value in the **Processing stage** field has the value **Presentation**.
8. Fill in the fields of the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Important: If you have an MRN, enter it in the field **MRN**. Alternatively, you can enter an LRN in the **LRN (external)** field. The field **ATLAS identification** is filled automatically depending on your entry.

Field	Description
ATLAS identification	Type of identification at ATLAS. The field is automatically filled depending on your entries in field **MRN** or **LRN (external)** automatisch gefüllt.
LRN ident: type	Identification type for the LRN. The field is filled automatically depending on your entries. The value can change depending on the entries in fields **Declarant (LRN-Ident.)** or **Representative (LRN-Ident.)**.
MRN	Unique customs reference/MRN from customs
LRN (external)	Classification criterion of the creator of the export declaration. The field is required for the preliminary identification of the referenced export declaration.

Field	Description
Actual Customs Office	Office responsible for the export transaction as the actual customs office of exit
Time of Presentation	Date and time of the presentation of the goods
Exit Carrier	Address of the carrier of the goods. The carrier is the person who transports the goods across the customs territory of the Union or is responsible for their transport across the customs territory of the Union. The carrier acts as a representative at the customs office of exit and handles the referenced export declaration. The name and telephone number of the contact person are transmitted to ATLAS.
EORI	TIN/EORI of the carrier at the exit
Branch	Branch of the carrier at the exit
External Registration Number	Customs reference number of a system at the exit for the shipment, for example, an air waybill or port system number.
Reference number UCR	Unique identification of the consignment, for example the reference number or the UCR (Unique Consignment Reference Number)
E-Mail ZFG	Recipient email address to which the customs clearance (ZFG) is sent. To be able to send the ZFG, action **Send email incl. ZFG document to email addresses specified in customs declaration** must be stored in the event handling of the company or organisation unit. You can enter multiple email addresses separated by commas (up to 4096 characters).

> ℹ **Tip:** Fill in the fields **EORI** and **Branch**. Alternatively, fill in the field **Exit Carrier**. The values for the fields **EORI** and **Branch** fields are taken from the master address data. The address is not transmitted to ATLAS.

a) To enter additional information, click in the table **Additional Information** on the icon ✚.
   The window **Additional Information** opens.
b) Fill in the field **Additional Information**.

Field	Description
Additional Information	Code for additional information. Additional information may include, for example, the existence of special circumstances. Valid values can be found using the search function.

> ℹ **Tip:** For the forwarding of export goods, enter the value in the field **Additional Information** enter the value **X1004 - Versandweiterleitung**. The dossier is reserved for dispatch forwarding. Accordingly, the exit confirmation can only be granted automatically via the dispatch forwarding.

c) To enter further information, click on the button **Add**.
d) To save the additional information, click on the button **OK**.

9. To save the customs declaration, click in the area ⋯ **Actions** on the entry 🖫 **Save**.
   The customs declaration is displayed in the overview **Customs declarations**.
10. To send the customs declaration, click in the area ⋯ **Actions** on the entry 🗎 **Send**.
11. Check the customs declaration for responses.

> ⚠️ **Important:** If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter *Edit errors (customs)* on page 19.

> ℹ️ **Tip:** The view does not refresh itself. To update the view, click on the icon ↻.

If the party who presents is free of errors, the status of the customs declaration changes to **Exit cancellation**. The other header data of the customs declaration is filled in. The value in the field **Processing stage** field changes to **Qualification**.

> ⚠️ **Important:** As the qualification at transaction level is sufficient in most cases, for performance reasons only the data at transaction level from the message **Exit cancellation** (E_EXT_DAT) are initially transferred. In the preview of the overview **Customs declarations** the number of items is displayed in the **Item count (DAT)** field displays the number of positions. The preview table remains empty until the positions are transferred.

> ℹ️ **Tip:** To display the data of the E_EXT_DAT message at item level, click on the tab **Messages & Status**. Right-click on the line with the status **Exit cancellation** and select the entry ☰ **Details**. Click on the tab **Positions**.

12. To process the qualification, fill in the field **Information Type**.

Field	Description
Information Type	Type of information. You can find valid values via the search. Select from the following areas: • Failures: Non-existence of the total circulation (FV), non-existence of the named goods items (FW) or non-existence of the named packages (FP). • Indicate means of transport or shortages: Place of loading to the complete dossier (LV), places of loading to the named goods items (LW) or places of loading to the named packages (LP) • Transmission of the final indicator (NV)

You have several options:

- In most cases, qualification at operation level is sufficient. You can find instructions on the process of qualification at operation level in the chapter *Performing qualification at transaction level* on page 5.
- You can find instructions on the process of qualification at item level in the chapter *Performing qualification at item level* on page 6.
- You can find instructions on the process of qualification at package level in chapter *Performing qualification at package level* on page 8.

If the qualification is error-free, the status of the customs declaration changes to **Exit approved**. The value in the field **Processing stage** changes to **Exit Message**.

> ℹ️ **Tip:** If it is a transit forwarding of export goods, the status of the customs declaration changes to **Dispatch forwarding release**. The user has now completed the presentation for the transit forwarding.

13. To create an optional transfer, select in the field **Information Type**, select one of the values **UV**, **UW** or **UP**. You can find instructions on creating a transfer in the chapter *Creating a transfer* on page 11.
    If the transfer is error-free, the status of the customs declaration changes to **Relocation transmitted**.

14. To enter the exit confirmation, fill in the field **Shipment Type**.

Field	Description
Shipment Type	Type of shipment. You can find valid values using the search function. Select from the following areas: • Confirmation of the exit: Exit of the complete dossier (AV), exit of the named goods items (AW) or exit of the named packages (AP) • Cancellation of the exit: Non-existence of the total packages (FV), non-existence of the named goods items (FW) or non-existence of the named packages (FP) • Transmission of the final identification code (NV) • Forwarding of the exit: forwarding of the complete dossier (WV) or forwarding of the named goods items (WW) to another German customs office of exit

You have several options:

- In most cases, the exit confirmation at transaction level is sufficient. You can find instructions on creating an exit confirmation at transaction level in the chapter *Creating an exit confirmation at transaction level* on page 11.
- You can find instructions on how to create an exit confirmation at item level in the chapter *Creating an exit confirmation at item level* on page 12.
- Instructions for creating an exit confirmation at package level can be found in the chapter *Creating an exit confirmation at package level* on page 13.

If the exit confirmation is error-free, the status of the customs declaration changes to **Exit completed**. The status of the associated export declaration (EXD) changes to **EN**.

15. Close the customs declaration.

2.1 Performing qualification at transaction level

This chapter describes how to carry out qualification at transaction level for an outgoing declaration. In most cases, qualification at transaction level is sufficient.

- You have opened the customs declaration EXG for which qualification at transaction level is to be carried out.
- The customs declaration EXG has the status **Exit cancellation**.

The data at transaction level was taken from the message **Exit cancellation** (E_EXT_DAT) into the customs declaration EXG.

1. Fill in the fields of the tab **General**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

> ℹ️ **Tip:** In the field **Information Type**, you specify which type of qualification is to be processed. Only one type of qualification is currently allowed. Depending on the content of the field **Information Type** the mandatory fields change.

Field	Description
Information Type	Type of qualification. You can find valid values via the search. Select one of the following values for the qualification at transaction level: • Non-existence of the complete dossier = **FV** (abort at exit) • Place of loading for the complete dossier = **LV** > ℹ️ **Tip:** If everything is in order with the goods, select the value **LV**.
Finalization	Is the qualification reported when completed?

Field	Description
Transport mode	Mode of transport of the active crossing border means of transport. Valid values can be found using the search function.
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. Valid values can be found via the search.
Identity	Mark of the active crossing border means of transport
Nationality	Nationality of the means of transport. Valid values can be found using the search function.
Loading Place	Place where the goods are loaded.
Departure Time	Date and time of departure of the active crossing border means of transport

2. To change or add transportation equipment if required, click on the tab **Transport Equipments**.

3. To save the qualification, click in the area ⋯ **Actions** on the entry 🖫 **Save**.

4. To send the qualification, click in the area ⋯ **Actions** on the entry 🖺 **Send**.

5. Check the customs declaration for responses.
If the qualification is error-free, the status of the customs declaration changes to **Exit approved**.
The value in the field **Processing stage** changes to **Exit Message**.

2.2 Performing qualification at item level

This chapter describes how to carry out qualification at item level for an outgoing declaration.

- You have opened the customs declaration EXG for which qualification at item level is to be carried out.
- The customs declaration EXG has the status **Exit cancellation**.

As qualification at transaction level is sufficient in most cases, for performance reasons only the data at transaction level from the message **Exit cancellation** (E_EXT_DAT) are initially transferred to the customs declaration EXG. For qualification at item level, you must add item data.

1. Fill in the fields of the tab **General**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

> ℹ **Tip:** In the field **Information Type**, you specify which type of qualification is to be processed. Only one type of qualification is currently allowed. Depending on the content of the field **Information Type** the mandatory fields change.

Field	Description
Information Type	Type of qualification. You can find valid values via the search. Select one of the following values for the qualification at item level: • Missing for the named goods items = **FW** • Place of loading for the named goods items = **LW**
Finalization	Is the qualification reported when completed?
Transport mode	Mode of transport of the active crossing border means of transport. Valid values can be found using the search function.
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. Valid values can be found via the search.

Field	Description
Identity	Mark of the active crossing border means of transport
Nationality	Nationality of the means of transport. Valid values can be found using the search function.
Loading Place	Place where the goods are loaded.
Departure Time	Date and time of departure of the active crossing border means of transport

2. To change or add transportation equipment if required, click on the tab **Transport Equipments**.

3. To process the qualification at item level, you must first add the data from the E_EXT_DAT message. If required, you can create new positions. Click on the tab **Goods Items**.

4. To transfer one or more positions from the data of exit to the exit declaration, proceed as follows:

    a) Click on the icon ⊕.

    b) Select the position you wish to qualify.

    - To select multiple positions, hold down the button CTRL and select several positions.
    - To select several consecutive positions, select the first position, hold down the button Shift and select the last position.

    c) Click on the button **OK**.
    The positions are displayed on the tab **Goods Items**.

5. To transfer a position from the data of exit to the exit declaration using the sequence number, proceed as follows:

    a) Click on the icon ✛.

    b) Enter the sequence number.

    c) Click on the button **OK**.
    The position is displayed on the tab **Goods Items**.

6. To create a new position for the outgoing declaration, proceed as follows.

    ⚠️ **Important:** A new position only needs to be created in exceptional cases if the E_EXT_DAT message is not available.

    a) Click on the icon ▣.

    b) Enter the sequence number and click on the button **OK**.
    A new position is created. In the field **Short description** the value **newly added** is displayed.

7. Once you have transferred or entered the data for all the required positions, process the qualification.

8. To qualify one or more positions for the exit (**Information Type** = **LW**), proceed as follows:

    a) Select one or more positions.

    b) Click on the icon ✅.
    The window **Qualification** opens.

    c) Fill in at least the fields for the promotion. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Item Number	Number of the item
Package	Number of the package
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. Valid values can be found via the search.

Field	Description
Nationality	Nationality of the means of transport. Valid values can be found using the search function.
Identity	Mark of the active crossing border means of transport
Loading Place	Place where the goods are loaded.
Departure Time	Date and time of departure of the active crossing border means of transport
Gross weight: actual/original	• Actual gross weight of the package in kilograms • Original gross weight of the package in kilograms
Net weight: actual/ original	• Actual net weight of the package in kilograms • Original net weight of the package in kilograms

d) Click on the button **OK**.

9. To qualify one or more positions as missing (**Information Type** = **FW**), proceed as follows:

a) Select one or more positions.

b) Click on the icon ☑.

c) Click on the button **OK**.
The value in the **Quali-Type** field changes to **Missing**.

10. To reset a position with the item data, select the position and click on the icon ⊙.
The last action and the changes to the item data are reset.

11. To reset the last action for a position, select the position and click on the icon ←.

12. To reset the qualification for a position, select the position and click on the icon ←.

13. To delete a position, select the position and click on the icon 🗑.

14. To save the qualification, click in the area ⋯ **Actions** on the entry 🖫 **Save**.

15. To send the qualification, click in the area ⋯ **Actions** on the entry 🖹 **Send**.

16. Check the customs declaration for responses.
If the qualification is error-free, the status of the customs declaration changes to **Exit approved**.
The value in the field **Processing stage** field changes to **Exit Message**.

2.3 Performing qualification at package level

This chapter describes how to carry out qualification at package level for an exit declaration.

• You have opened the customs declaration EXG for which qualification at package level is to be carried out.

• The customs declaration EXG has the status **Exit cancellation**.

As qualification at transaction level is sufficient in most cases, for performance reasons only the data at transaction level from the message **Exit cancellation** (E_EXT_DAT) are initially transferred to the customs declaration EXZ. For qualification at package level, you must add package data.

1. Fill in the fields of the tab **General**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

ⓘ **Tip:** In the field **Information Type**, you specify which type of qualification is to be processed. Only one type of qualification is currently allowed. Depending on the content of the field **Information Type** the mandatory fields change.

Field	Description
Information Type	Type of qualification. You can find valid values via the search. Select one of the following values for the qualification at package level: • Missing for the named packages = **FP** • Place of loading for the named packages = **LP**
Finalization	Is the qualification reported when completed?
Transport mode	Mode of transport of the active crossing border means of transport. Valid values can be found using the search function.
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. Valid values can be found via the search.
Identity	Mark of the active crossing border means of transport
Nationality	Nationality of the means of transport. Valid values can be found using the search function.
Loading Place	Place where the goods are loaded.
Departure Time	Date and time of departure of the active crossing border means of transport

2. To change or add transport equipment if required, click on the tab **Transport Equipments**.

3. To process the qualification at package level, you must first add the data from the E_EXT_DAT message. If required, you can create new packages. Click on the tab **Packages**.

4. To transfer a package or several packages from the data of exit to the exit declaration, proceed as follows:

   a) Click on the icon ⊕.
   b) Enter the item number.
   c) Click on the button **OK**.
   d) Select the package you wish to qualify.

   • To select multiple packages, hold down the button CTRL and select several packages.
   • To select several consecutive packages, select the first package, hold down the button Shift and select the last package.

   e) Click on the button **OK**.
   The packages are displayed on the tab **Packages**.

5. To transfer all missing packages from the data of exit to the exit declaration, click on the icon ≡+. The packages are displayed on the tab **Packages**.

6. To create a new package for the outgoing goods declaration, click on the icon +.

   ⚠️ **Important:** A new package only needs to be created in exceptional cases if the E_EXT_DAT message is not available.

   A new package is created. In the **new** column, the icon ✓ is displayed.

7. To create a new package with a freely selectable package number for the outgoing goods declaration, proceed as follows:

   a) Click on the icon ⛏.
   b) Enter the item number.
   c) Click on the button **OK**.
   d) Enter the package number.
   e) Click on the button **OK**.

   A new package is created. In the **new** column, the icon ✓ is displayed.

8. Once you have transferred or entered the data for all required packages, process the qualification.

9. To qualify one or more packages for the exit (**Information Type** = **LP**), proceed as follows:

   a) Select one or more packages.

   b) Click on the icon ⊘.

   > ⓘ **Tip:** If, during the qualification of the package, the fields **sign** and **Loading Place** are to be displayed extra large, click on the icon ⊖.

   The window **Qualification** opens.

   c) Fill in at least the fields for transportation. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Item Number	Number of the item
Package	Number of the package
Pieces	Number of packages
No.(org)	Original number of packages
Type	Code for the packaging type. Valid values can be found using the search function.
sign	Mark on the package
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. Valid values can be found via the search.
Nationality	Nationality of the means of transport. Valid values can be found using the search function.
Identity	Mark of the active crossing border means of transport
Loading Place	Place where the goods are loaded.
Departure Time	Date and time of departure of the active crossing border means of transport
Gross weight: actual/original	• Actual gross weight of the package in kilograms • Original gross weight of the package in kilograms
Net weight: actual/original	• Actual net weight of the package in kilograms • Original net weight of the package in kilograms

   d) Click on the button **OK**.

10. To qualify one or more packages as missing (**Information Type** = **FP**), proceed as follows:

    a) Select one or more packages.

    b) Click on the icon ☑.

    c) Click on the button **OK**.
       In the **Miss** column, the icon ✓ is displayed.

11. To delete a package, select the package and click on the icon 🗑.

12. To reset all values of a package, select the package and click on the icon ↺.

13. To save the qualification, click in the area ⋯ **Actions** on the entry 💾 **Save**.

14. To send the qualification, click in the area ⋯ **Actions** on the entry 🖹 **Send**.
15. Check the customs declaration for responses.
    If the qualification is error-free, the status of the customs declaration changes to **Exit approved**.
    The value in the field **Processing stage** changes to **Exit Message**.

2.4 Creating a transfer

This chapter describes how to create and send a transfer for an outgoing goods declaration. The transfer indicates that the goods are moving away from the place of presentation.

- You have opened the customs declaration EXG for which a transfer is to be created.
- The customs declaration EXG has the status **Exit approved**.

1. Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Information Type	Type of transfer. You can find valid values via the search: • Transfer of the entire dossier = **UV** • Transfer of the named goods items = **UW** • Transfer of the named packages = **UP**
Finalization	During the transfer, the value **Yes** is automatically pre-filled.
Transport mode	Mode of transport of the active crossing border means of transport. Valid values can be found using the search function.
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. Valid values can be found via the search.
Identity	Mark of the active crossing border means of transport
Nationality	Nationality of the means of transport. Valid values can be found using the search function.
Loading Place	Place where the goods are loaded.
Departure Time	Date and time of departure of the active crossing border means of transport

⚠️ **Important:** Change at least one of the fields **Transport mode**, **Type of Identification**, **Identity**, **Nationality**, **Loading Place** or **Departure Time**.

2. To change or add transportation equipment if required, click on the tab **Transport Equipments**.
3. To save the transfer, click in the area ⋯ **Actions** on the entry 🖹 **Save**.
4. To send the transfer, click in the area ⋯ **Actions** on the entry 🖹 **Send**.
5. Check the customs declaration for responses.
    If the transfer is error-free, the status of the customs declaration changes to **Relocation transmitted**.

2.5 Creating an exit confirmation at transaction level

This chapter describes how to create the exit confirmation at transaction level for an exit declaration.

- You have opened the customs declaration EXG for which an exit confirmation is to be created at transaction level.

- The customs declaration EXG has the status **Exit approved**.

1. Fill in the fields on the tab **General**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

> ℹ **Tip:** In the field **Shipment Type**, you specify which type of shipment is to be processed. Only one type of shipment is currently permitted. Depending on the content of the field **Shipment Type** the mandatory fields change.

Field	Description
Shipment Type	Type of shipment. You can find valid values via the search. Select one of the following values for the exit confirmation at operation level: • Exit of the complete dossier = **AV** • Non-existence of the complete dossier = **FV** (aborted at exit) • Forwarding of the complete dossier = **WV**
Exit Time	Date and time of exit of the goods
Gateway Cust. Of.	Customs office where a forwarding is to be processed if required
Forwarding	Date and time of forwarding the goods

> ℹ **Tip:** By default, creating an exit confirmation with the following values is sufficient:
> - **Shipment Type** = **AV**
> - **Finalization** = **Yes**
> - **Exit Time** = corresponding date with time

2. To save the exit confirmation, click in the area ⋯ **Actions** on the entry 🖫 **Save**.
3. To send the exit confirmation, click in the area ⋯ **Actions** on the entry 📩 **Send**.
4. Check the customs declaration for responses.
   If the exit confirmation is error-free, the status of the customs declaration changes to **Exit completed**. The status of the associated export declaration (EXD) changes to **EN**.

2.6 Creating an exit confirmation at item level

This chapter describes how to create the exit confirmation at item level for an exit declaration.

- You have opened the customs declaration EXG for which an exit confirmation is to be created at item level.
- The customs declaration EXG has the status **Exit approved**.

1. Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

> ℹ **Tip:** In the field **Shipment Type**, you specify which type of shipment is to be processed. Only one type of shipment is currently permitted. Depending on the content of the field **Shipment Type** the mandatory fields change.

| Field	Description
Shipment Type	Type of shipment. You can find valid values via the search. Select one of the following values for the exit confirmation at item level: • Exit of named goods items = **AW** • Non-existence of the named goods items = **FW** • Forwarding of the named goods items = **WW**

Field	Description
Exit Time	Date and time of exit of the goods
Gateway Cust. Of.	Customs office where a forwarding is to be processed if required
Forwarding	Date and time of forwarding the goods

2. To create the exit confirmation at item level, you must add the data from the E_EXT_DAT message if required. Alternatively, you can create new positions. Click on the tab **Goods Items**.

3. To transfer one or more positions from the data of exit to the exit declaration, proceed as follows:

   a) Click on the icon ⊕.
   b) Select the position you wish to confirm.

   - To select multiple positions, hold down the button CTRL and select several positions.
   - To select several consecutive positions, select the first position, hold down the button Shift and select the last position.

   c) Click on the button **OK**.
   The positions are displayed on the tab **Goods Items**.

4. To transfer a position from the data of exit to the exit declaration using the sequence number, proceed as follows:

   a) Click on the icon ✚.
   b) Enter the sequence number.
   c) Click on the button **OK**.
   The position is displayed on the tab **Goods Items**.

5. To create a new position for the outgoing declaration, proceed as follows:

   a) Click on the icon 🗎.
   b) Enter the sequence number and click on the button **OK**.
   A new position is created. The field **Short description** the value **newly added** is displayed.

6. Once you have transferred or entered the data for all the required positions, confirm the positions.

7. Select the position you wish to confirm.

8. Click on the icon ☑.

9. Click on the button **OK**.
   Depending on the type of shipment, the value in the field **exit det. type** changes to **Exited**, **Missing** or **Forwarded**.

10. To reset a position with item data, select the position and click on the icon ⊕.
    The last action and the changes to the item data are reset.

11. To reset the last action for a position, select the position and click on the icon ←.

12. To reset the qualification for a position, select the position and click on the icon ←.

13. To delete a position, highlight the position and click on the icon 🗑.

14. To save the exit confirmation, click in the area ⋯ **Actions** on the entry 🖫 **Save**.

15. To send the exit confirmation, click in the area ⋯ **Actions** on the entry 🖹 **Send**.

16. Check the customs declaration for responses.
    If the exit confirmation is error-free, the status of the customs declaration changes to **Exit completed**. The status of the associated export declaration (EXD) changes to **EN**.

2.7 Creating an exit confirmation at package level

This chapter describes how to create the exit confirmation at package level for an exit declaration.

- You have opened the customs declaration EXG for which an exit confirmation is to be created at package level.
- The customs declaration EXG has the status **Exit approved**.

1. Fill in the fields on the tab **General**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

> **Tip:** In the field **Shipment Type**, you specify which type of shipment is to be processed. Only one type of shipment is currently permitted. Depending on the content of the field **Shipment Type** the mandatory fields change.

Field	Description
Shipment Type	Type of shipment. You can find valid values via the search. Select one of the following values for the exit confirmation at package level: • Exit of named packages = **AP** • Non-existence of named packages = **FP**
Exit Time	Date and time of exit of the goods
Gateway Cust. Of.	Customs office where a forwarding is to be processed if required
Forwarding	Date and time of forwarding the goods

2. To create the exit confirmation at package level, you must add the data from the E_EXT_DAT message if required. Alternatively, you can create new packages. Click on the tab **Packages**.

3. To transfer one or more packages from the data of exit to the exit declaration, proceed as follows:

    a) Click on the icon ⊕.
    b) Enter the item number.
    c) Click on the button **OK**.
    d) Select the package you wish to confirm.

    • To select multiple packages, hold down the button CTRL and select several packages.
    • To select several consecutive packages, select the first package, hold down the button Shift and select the last package.

    e) Click on the button **OK**.
    The packages are displayed on the tab **Packages**.

4. To transfer all missing packages from the data of exit to the exit declaration, click on the icon ≡₊. The packages are displayed on the tab **Packages**.

5. To create a new package for the outgoing goods declaration, click on the icon ✚. A new package is created. In the column **new**, the icon ✓ is displayed.

6. To create a new package with a freely selectable package number for the outgoing goods declaration, proceed as follows:

    a) Click on the icon ⛟.
    b) Enter the item number.
    c) Click on the button **OK**.
    d) Enter the package number.
    e) Click on the button **OK**.

    A new package is created. In the column **new**, the icon ✓ is displayed.

7. Once you have transferred or entered the data for all required packages, confirm the packages.

8. Select the package you wish to confirm.

9. Click on the icon ☑.

10. Click on the button **OK**.
    Depending on the type of shipment, in the column **Missing** or **Out** the icon ✓ is displayed.

11. To delete a package, select the package and click on the icon 🗑.

12. To reset all values of a package, select the package and click on the icon ⟲.

13. To save the exit confirmation, click in the area ⋯ **Actions** on the entry 🖫 **Save**.

14. To send the exit confirmation, click in the area ⋯ **Actions** onthe entry 🖫 **Send**.

15. Check the customs declaration for responses.
If the exit confirmation is error-free, the status of the customs declaration changes to **Exit completed**. The status of the associated export declaration (EXD) changes to **EN**.

3 EXV - Creating an Export Exit Anticipation Declaration

This chapter describes how to create an Export Exit Anticipation Declaration for Germany.

🔒 **Restriction:** To create a customs declaration, you need at least the following permissions:
- **CustomsDeclarationEXPORT** > **personInChargeDE**
- **Customer** > **show**

1. Select the menu entry **Start** > ⊖ **Customs declarations**.
2. In the area ⧉ **Related actions** click on the entry ＋ **Create customs declaration**.
    The window **New Customs Declaration** opens.
3. Select the customs procedure **EXPORT**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **EXV**.
6. Enter a unique **Reference Number/LRN**.

    ℹ️ **Tip:**
    - To automatically generate a consecutive number, click the ⊞ button. The number can be embedded in a sequence of digits and/or letters.
    - Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
    - In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

7. Click on **OK**.
    The tab **Customs Declaration DE: EXV, RefNo/LRN: [Reference number]** opens.
8. Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

    ⚠️ **Important:** If you have an MRN, enter it in the field **MRN**. Alternatively, you can enter an LRN in the **LRN (external)** field. The field **ATLAS identification** is filled automatically depending on your entry.

Field	Description
ATLAS identification	Type of identification at ATLAS. The field is automatically filled depending on your entries in field **MRN** or **LRN (external)** automatisch gefüllt.
LRN ident: type	Identification type for the LRN. The field is filled automatically depending on your entries. The value can change depending on the entries in fields **Declarant (LRN-Ident.)** or **Representative (LRN-Ident.)**.
MRN	Unique customs reference/MRN from customs
LRN (external)	Classification criterion of the creator of the export declaration. The field is required for the preliminary identification of the referenced export declaration.
Act.Customs Office	Office responsible for the export transaction as the actual customs office of exit

Field	Description
Exit Carrier	Address of the carrier of the goods. The carrier is the person who transports the goods across the customs territory of the Union or is responsible for their transport across the customs territory of the Union. The carrier acts as a representative at the customs office of exit and handles the referenced export declaration. The name and telephone number of the contact person are transmitted to ATLAS.

a) To enter additional information, click on the icon in the table **Additional Information** on the icon ➕.
The window **Additional Information** opens.

b) Fill in the field **Additional Information**.

Field	Description
Additional Information	Code for additional information. Additional information may include, for example, the existence of special circumstances. Valid values can be found using the search function.

c) To enter additional information, click on the button **Add**.

d) To save the additional information, click on the button **OK**.

9. To save the customs declaration, click in the area ⋯ **Actions** on the entry 🖫 **Save**.
The customs declaration is displayed in the overview **Customs declarations**.

10. To send the customs declaration, click in the area ⋯ **Actions** on the entry 🖹 **Send**.

11. Check the customs declaration for responses.

> ⚠️ **Important:** If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter *Edit errors (customs)* on page 19.

> ℹ️ **Tip:** The view does not refresh itself. To update the view, click on the icon ↻.

If the Export Exit Anticipation Declaration is error-free, the status of the customs declaration changes to **Anticipation Transmitted**.

12. Close the customs declaration.

4 Send status request

This chapter describes how to send a status request for the associated MRN for an EXG or EXV customs declaration.

You have opened the customs declaration EXG or EXV for which a status request is to be sent.

1. In the area ⋯ **Actions**, click on the entry ⊛ **Send status request**.
   The window **Create Statusrequest** opens.

   > ⓘ **Tip:** Alternatively, you can create a status request from the overview **Statusrequests**. You can find instructions in the chapter *Creating a status request (export/NCTS)*.

2. If the messages belonging to the status request are to be attached to the customs declaration, select the value **Yes**. It is not necessary to attach the messages to the customs declaration.

3. Enter a participant. To do this, fill in one of the fields **Exporter**, **Declarant**, **Agent of Declarant** or **Subcontractor**.

4. To send the status request, click on the button **OK**.

5. To display the messages for the status request, click on the tab **Messages & Status**.

   > ⓘ **Tip:**
   > - For technical reasons, the status message is sometimes only displayed after it has been refreshed several times. If required, click on the icon ⟳.
   > - Alternatively, you can display the status request messages in the **Statusrequests** overview. Select the menu entry **Start** > ⊖ **Customs declarations**. In the area 🏠 **Overviews** click on the entry 🔍 **Statusrequests**.

6. Double-click on the line with the message E_EXQ_STA.
   The **E_EXQ_STA - Statusmeldung zu Ausfuhr/Ausgang** window opens.

5 Edit errors (customs)

This chapter describes how to detect and correct errors using the example of a customs declaration.

You can recognize incorrect customs declarations in the **Customs declarations** overview by the status in the **Status** column and the icon ⊗. The statuses have different names depending on the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
   The customs declaration opens in a new tab.
2. Click on the **Messages & Status** tab.
3. In the table below the **Show Messages, Direction** field, select the line with the incoming message.
   The messages are displayed in the **Message Preview** area.

   There are differences in the weighting of the responses.

   - Error (**Error**) - Customs has rejected the declaration because it is incorrect.
   - Warning (**Warning**) - Customs reports an error that has not led to a rejection of the declaration.
   - Information (**Information**) - Customs has sent a notification.

   In the **Text** column details of the message are displayed. Depending on the type of response, the column can also remain empty.
4. Double-click on the line with the message text.
   Depending on the type of error, a window with additional information about the error opens.
5. You have the following options:

   - Correct the error, save the customs declaration and resend.
   - Correct the error at a later date.

6 Print or email a document

This chapter describes how to print a document or output it as a PDF file. You can request several documents at the same time; when you create a PDF file, they are merged into one file.

You have selected a dossier or a document.

> **Tip:** If customs sends PDF files (for example export or transit accompanying documents), you can open these from the preview of the **Customs declarations** overview. Click on the icon 📄.
> You can print the document directly via the print dialog from Adobe Acrobat Reader.

1. In the ⋯ **Actions** area click on the 🖶 **print** entry. Alternatively, right-click on the corresponding line and select the 🖶 **print** entry from the context menu.
   The **Reprint** window opens.

   > **Tip:** You can also print older messages for a customs declaration. You can find instructions on printing a message in the chapter *Printing or emailing a message* on page 21.

2. In the **Available Document Types** area, select the form or document.

Field	Description
Available Document Types	The table is only displayed if several document types are available for the selected document. • **Forms** are manually created documents, for example shipments, customs declarations and customs returns, for example findings. • **Documents** are automatically created documents, for example export accompanying documents. Previously created documents are also listed. The **Timestamp** column shows the creation time of the document. The documents can also be found in the document filing.

3. Activate the check boxes for the output and enter the required data, for example an email address.

Field	Description
Preview	The document is displayed as a PDF file in Adobe Acrobat Reader.
Save document	The document is saved and archived in the document filing system.
Language	Language in which the document is output
print	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection **print** is displayed. If several printers have been set up and you activate the check box, a window opens. Select a printer and click on the button **OK**. The document is printed directly on the corresponding printer.
Printer	Name of the printer on which the document will be printed
Copies	Number of copies to be created.
Tray (1. page)	Name of the paper tray that is addressed for the 1st page
Tray (following pages)	Name of the paper tray that is addressed for the following pages
Scale	How should the page be customized?
Two-Sided printing	Should double-sided printing be used?
Email	The document is consigned as a PDF file attached to an email.
Email to	Email address of the recipient
Email cc	Email address of the consignee of a copy

Field	Description
Email bcc	Email address of the consignee of a blind copy
Subject	Subject of the email
Text	Free text field for the email text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry 📝 **Open text dialog** from the context menu.

> ℹ️ **Tip:**
> • Alternatively, open the form or document as a PDF file with a double-click.
> • The functions **Scale** and **Two-Sided printing** must be supported by your printer.

In the **Available Document Types** area, the corresponding columns **Name**, **Copies** and/or **Email to** for the selected document type are filled automatically. This allows you to see what you have already selected.

4. If required, select another document type and repeat the previous step.
5. To create the forms or documents, click on the **OK** button.

> ℹ️ **Tip:** If you are printing a customs form, pay attention to the size of the form on the printout. Some customs offices do not accept prints that do not match the original form. To print a PDF file in the correct size from Adobe Acrobat Reader, activate the **Customs Scale** radio button with the value **100 %** in the **Page Sizing & Handling** area of the print dialog.

6.1 Printing or emailing a message

> This chapter describes how to print a message from customs. You can also output the message as a PDF file.

The print dialog *Print or email a document* on page 20 is based on the current database of the customs declaration. In order to be able to print multiple incoming messages, a print can be created on the tab **Messages & Status**, a printout can be created for each incoming message.

The following messages can be printed:

- **CURREL - decision of customs office for customs declaration**
- **CUSFIN - summary declaration completion information**
- **CUSFST - completion notification C, X, D goods or goods free zone**
- **CUSREC - information on declaration**
- **CUSREV - Information zur Stornierung eines Bescheids über Einfuhrabgaben**
- **CUSSTP - Bekanntgabe einer Maßnahme SumA**
- **CUSTAX - decision/result**
- **CUSTST - Verwahrungsmitteilung SumA**
- **FINTAX - Bescheid über die abschließende Festsetzung von Einfuhrabgaben**
- **NFFTAX - Gründe für die nicht abschl. Festsetzung von Einfuhrabgaben**

- **EZ906 - Formal acceptance**

- **CH_EDC_ACC - eDec response acceptance**

1. Open the tab **Messages & Status** of the customs declaration.
2. Select the message inbox.
3. Click with the right mouse button.
4. Select the entry 🖨 **print** from the context menu.
   The window **Reprint: Documents** opens.
5. In the area **Unassigned DocumentTypes** select the form.

> ℹ **Tip:** **Forms** are manually created documents, for example shipments, customs declarations and customs returns, for example findings.

6. Activate the check boxes for the output and enter the required data, for example an email address.

Field	Description
Preview	The document is displayed as a PDF file in Adobe Acrobat Reader.
Save document	The document is saved and archived in the document filing system.
Language	Language in which the document is output
print	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection **print** is displayed. If several printers have been set up and you activate the check box, a window opens. Select a printer and click on the button **OK**. The document is printed directly on the corresponding printer.
Printer	Name of the printer on which the document will be printed
Copies	Number of copies to be created.
Tray (1. page)	Name of the paper tray that is addressed for the 1st page
Tray (following pages)	Name of the paper tray that is addressed for the following pages
Scale	How should the page be customized?
Two-Sided printing	Should double-sided printing be used?
Email	The document is consigned as a PDF file attached to an email.
Email to	Email address of the recipient
Email cc	Email address of the consignee of a copy
Email bcc	Email address of the consignee of a blind copy
Subject	Subject of the email
Text	Free text field for the email text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry 📝 **Open text dialog** from the context menu.

> ℹ **Tip:**
> - Alternatively, open the form as a PDF file with a double-click.
> - The functions **Scale** and **Two-Sided printing** must be supported by your printer.

In the area **Available Document Types**, the corresponding columns are displayed for the selected document type **Name**, **Copies** and/or **Email to** are filled automatically. This allows you to see what you have already selected.

7. If required, select another document type and repeat the previous step.
8. To create the forms, click on the button **OK**.

> ℹ **Tip:** If you are printing a customs form, pay attention to the size of the form on the printout. Some customs offices will not accept printouts that do not match the original form. To print a PDF file in the correct size from Adobe Acrobat Reader, activate the radio button **Custom scale** in the print dialog in the area **customize page and options** with the value **100 %**.

7 Contact information

You will find contact information in this chapter.

If you have any technical questions, please contact your local customs office. Further contact options:

Questions about DAKOSY GE

- Contact: DAKOSY-Servicedesk
- Phone: *+49 40 37860990*
- Email: *servicedesk@dakosy.de*
- *Contact form*

Questions about Bremer Hafentelematik

- Contact: dbh
- Phone: *+49 421 30902-33*
- Email: *support@dbh.de*

Technical questions customs

- Contact: Customs Information Center
- Phone: *+49 351 44834-520*
- Email: *info.gewerblich@zoll.de*

Technical questions ATLAS

- Contact: Service Desk ITZBund
- Telephone from within Germany (DE): *0800 8007-5451*
- Telephone from abroad: *+49 69 20971-545*
- Email: *servicedesk@itzbund.de*

Technical questions customs Hamburg

- Contact: HZA Hamburg
- Telephone: *+49 40 236487-0*
- Email: *ausgang.za-hamburg@zoll.bund.de*

Technical questions customs Bremen

- Contact: HZA Bremen, ZA Neustädter Hafen
- Phone: *+49 421 52189-0*
- Email: *poststelle@zahb-neustaedterhafen.bfinv.de*

Technical questions customs Bremerhaven

- Contact: HZA Bremen, ZA Bremerhaven
- Phone: *+49 471 9842-0*
- Email: *poststelle@zahb-bremerhaven.bfinv.de*

Technical questions customs Austria

- Contact: Competence Center "Triple C Austria"
- Telephone from within Austria (AT): *0810 810402*
- Telephone from abroad: *+43 151 433-562050*
- Email: *triple-c-austria@bmf.gv.at*
- Inquiries can also be consigned via a contact form at *Homepage of Federal Ministry Republik of Austria - Finance*.

Technical questions customs Switzerland

- Contact: *Service Desk BAZG*
- Phone: *+41 58 4626000*
- *Contact form*

Technical questions customs Netherlands

- Contact: Belastingdienst/Douane - Customs Information Line
- Telephone from within the country (NL): *0800 0143*
- Telephone from abroad: *+31 45 5743031*
- Email: *OSWO-DOUANE-Support@belastingdienst.nl*