



Export Germany - SEM (Shipment-Export- Monitoring) 1.1

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Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] www.zoll.de

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Table of Contents

1 Shipment Export Monitoring (SEM).....	1
1.1 Creating a SEM dossier from one or more customs declarations.....	3
1.2 Creating a SEM dossier.....	4
1.3 Start or continue SEM processing.....	9
1.4 Processing exit abortion for a SEM item.....	10
1.5 Displaying item events.....	11
2 Templates and preallocations (SEM).....	12
2.1 Creating a SEM template.....	12
2.2 Creating a SEM preallocation.....	14
3 Transit forwarding with SEM.....	15
3.1 Performing transit forwarding with SEM from a customs declaration NCDP.....	15
4 Contact information.....	19

1 Shipment Export Monitoring (SEM)

This chapter describes the Shipment Export Monitoring module.

The shipment export monitoring module (Shipment-Export-Monitoring/SEM) enables simplified processing for export monitoring (2nd stage of the export procedure) at dossier level. The exchange of messages with customs takes place via the exit declaration (customs declarations EXG and EXV). A SEM process is not a customs declaration.

A SEM dossier simplifies export monitoring at dossier level for bulk clearance so that as many MRNs as possible can be processed simultaneously. Data for the customs declarations EXG or EXV is already entered in a SEM dossier.

A SEM dossier with 1 to n SEM items is a compilation for 1 to n AES level 2 customs declarations, each of which is represented by a SEM item. Each SEM item represents 1 export MRN for the 2nd stage of the export procedure. A SEM item can represent a maximum of 2 customs declarations, one customs declaration EXV and one customs declaration EXG.



Tip: An MRN can be included in several SEM dossiers.

Export monitoring via a SEM dossier is carried out manually. The procedure for processing a SEM dossier is as follows:

1. You have sent one or more export declarations. The export declarations have at least the status **OK**. You create a SEM dossier for the export declarations and enter the MRN numbers.



Important: To ensure that the SEM dossier is executed without errors, do not start the dossier until the export declarations have the **Released** status.

2. When the SEM dossier is started, the application checks whether an EXG or EXV customs declaration has already been created for the MRNs entered in this SEM dossier. If required, a customs declaration (EXG/EXV) is automatically created and linked to the SEM item (MRN).



Tip: If the customs declaration EXG or EXV is created automatically, the reference number has the following format:

- Initials of the user, 2-digit, dash (-).
- Declaration type EXG or EXV
- Current time stamp (date and time), format: YYMMDDhhmmssSSSS, 16 digits

Beispiel: XY-EXG2508011745225143

3. The required or requested message is sent for each SEM item.
4. When a message for a SEM item is received by ATLAS, the SEM item is updated. The next message will be sent after the **Start/continue SEM processing** function is triggered again.

For instructions on how to start or continue the SEM processing, see chapter [Start or continue SEM processing](#) on page 9.

A SEM dossier can contain the following send messages:

- Customs declaration type = **EXV**: Export Exit Anticipation Declaration (optional)
- Customs declaration type = **EXG ref.:** Presentation
- Customs declaration type = **EXG ref.:** Qualification with **Information Type = LV** (place of loading for complete dossier)
- Customs declaration type = **EXG ref.:** Transfer (optional) with **Information Type = UV** (transfer of the complete dossier)
- Customs declaration type = **EXG ref.:** Exit confirmation with **Information Type = AV** (exit of the complete dossier)
- Customs declaration type = **EXG ref.:** Abort exit with **Information Type = FV** (non-existence of the complete dossier) with **Finalization = Yes**



Important: A SEM dossier can only handle processing at dossier level (**Information Type = xV**). To process other types of information or shipment (qualification, transfer or exit notification), change the corresponding customs declaration EXG directly.

You have several options for creating a SEM dossier:

- You can create a SEM dossier from an export declaration or several export declarations that have already received an MRN. Instructions on how to create a SEM dossier from one or more export declarations can be found in chapter [Creating a SEM dossier from one or more customs declarations](#) on page 3.
- For a transit forwarding, you can create a SEM dossier from a transit declaration. Instructions on how to process a transit forwarding with SEM from a transit declaration can be found in chapter [Performing transit forwarding with SEM from a customs declaration NCDP](#) on page 15. Further information on transit forwarding can be found in chapter [Transit forwarding with SEM](#) on page 15.
- You can create a SEM dossier and add one or more MRN numbers. Instructions on creating a SEM dossier can be found in chapter [Creating a SEM dossier](#) on page 4.

Shipment Export Monitoring overview

To open the **Shipment Export Monitoring** overview, select the menu entry **Start** > **Customs declarations**. In the area **Overviews** click on the entry **SEM: Shipment Export Monitoring**.

Enter search criteria and click on the button **Search**. If you use several search criteria, the search is accelerated. The results of your search are displayed in the overview.



Tip: In the **CreateTimeFrom** field, the current date and time are pre-filled. You can overwrite the values. You also have the following options:

- To change the date in the **CreateTimeFrom** field by one (further) week into the past, click (repeatedly) on the **created/from: -7 days** button.
- To change the date in the **CreateTimeFrom** field once by 10 days from the current date into the past, click on the **created/fr: (today -10) days** button.

Below you will find a description of the most important columns in the overview:

Field	Description
SEM-Status	Status of the SEM procedure. The status refers to the processing of the SEM dossier, not to the processing of the associated customs declarations.
Start	If the icon is displayed, the SEM dossier has been started.
Fin.	If the icon is displayed, the SEM dossier has been completed.
MRNs	Total number of MRNs for the SEM dossier
only MRN	If the SEM dossier contains only one MRN, this MRN is displayed.
EXG status	Status of the associated customs declarations EXG. If the customs declarations have different statuses, the value --- diverse --- is displayed. If required, check the status of the individual customs declarations EXG in the Shipment Export Monitoring objects (EXG/EXV) table of the SEM dossier.
EXV status	Status of the associated customs declarations EXV. If the customs declarations have different statuses, the value --- diverse --- is displayed. If required, check the status of the individual customs declarations EXV in the Shipment Export Monitoring objects (EXG/EXV) table of the SEM dossier.

Field	Description
Add.Ref.	Reference number of a dossier linked to this SEM (customs declaration/shipment/other), for example an NCDP for transit forwarding
Type	Customs declaration type of any associated customs declaration, for example NCDP for transit forwarding
ANT, PRE, QUL, REL and NOT	<p>If the icon ✓ is displayed, the corresponding message for the SEM dossier is ready to be sent:</p> <ul style="list-style-type: none"> • ANT - export exit anticipation declaration • PRE - presentation • QUL - qualification • REL - transfer • NOT - exit notification

1.1 Creating a SEM dossier from one or more customs declarations

This chapter describes how to create a SEM dossier from one or more EXD customs declarations.



Restriction:

- To create a SEM dossier, you need at least the permission **CustomsExitProcessing > create**.
- To store configuration data for a SEM dossier, you need at least the permission **CustomsExitProcessing > edit**.

You have received a response with an MRN for the EXD customs declaration(s).


1. Select the menu entry **Start > ☯ Customs declarations**.
The **Customs declarations** overview opens.
2. Select one or more EXD customs declarations. You have several options:
 - To select one customs declaration, click on the customs declaration.
 - To select multiple customs declarations, hold down the CTRL button and click on the relevant customs declarations.
 - To select multiple consecutive customs declarations, click on the first customs declaration, hold down the Shift button and click on the last customs declaration.
3. In the **⋮ Actions** area, click on the **☰ Create new SEM procedure** entry.
The **SEM: [SEM-Nummer]** tab opens. The reference of the SEM dossier has been assigned automatically and is displayed in the **SEM reference** field. The SEM number has the following format:
 - Initials of the user, 2-digit, dash (-)
 - SEM mark, dash (-)
 - Current date, format: YYMMDD, 6 digits
 - consecutive number, 6 digits


Example: XY-SEM-250801123456



Tip: A maximum of 999,999 SEM dossiers can be created per company and day. When the maximum value of 999,999 has been reached, the number range is initialized.

4. For each export MRN, a SEM item is created in the **Shipment Export Monitoring objects (EXG/ EXV)** area. If required, fill in further fields or add further MRNs. A description of the fields and further information can be found in the chapter [Creating a SEM dossier](#) on page 4.
5. To store the configuration data for the SEM dossier, click on the **Action plan** tab.


 **Important:** To store configuration data for a SEM dossier, you need at least the permission **CustomsExitProcessing > edit**.

 **Tip:** Alternatively, on the **General** tab, in the **Messages to send** field, you can select the messages you want to send for the SEM dossier.

You have several options:

- If you select the messages you want to send for the SEM dossier in the **Messages to send** field, the following fields will be filled automatically.
- If you select the **e) configure as you please** value in the **Messages to send** field, select individually in the following fields whether the message should be sent for the SEM dossier (**Yes**).


Field	Description
Messages to send	Select the messages you want to send using the SEM dossier. The following fields are filled in automatically. You can change the values if required.
Send: Antic./Pres./Qual./Reloc./Notif.	Indication of whether the respective message is sent with the SEM transaction. Possible send messages are: <ul style="list-style-type: none"> • Export exit anticipation declaration • Presentation • Qualification • Transfer • Exit
Full autom. processing, notif./delay	Specify the processing type. Possible processing types are: <ul style="list-style-type: none"> • Fully automatic processing • Automatic sending of the exit message with delay

 **Important:** Fully automatic processing and the processing of delayed exit notifications are currently not technically possible.

6. To save the SEM dossier, click on the  **Save** entry in the **... Actions** area. The SEM dossier is displayed in the **Shipment Export Monitoring** overview. Instructions on how to start the SEM dossier manually can be found in the chapter [Start or continue SEM processing](#) on page 9.

1.2 Creating a SEM dossier




This chapter describes how to create a SEM dossier.

 **Restriction:**

- To create a SEM dossier, you need at least the permission **CustomsExitProcessing > create**.
- To store configuration data for a SEM dossier, you need at least the permission **CustomsExitProcessing > edit**.


- The export declaration or export declarations have at least the status **OK**.
- You have the MRN number for each export declaration.

 **Tip:** Alternatively, you can also create a SEM dossier from an export declaration. Instructions on creating a SEM dossier from an export declaration can be found in chapter *Creating a SEM dossier from one or more customs declarations* on page 3.


1. Select the menu entry **Start** > ⊖ **Customs declarations**.
2. In the **↑ Overviews** area, click on the entry  **SEM: Shipment Export Monitoring**. The **Shipment Export Monitoring** overview opens.
3. In the  **Related actions** area, click on the entry  **Create new SEM procedure**. The **SEM: [SEM number]** tab opens.
4. Fill in the fields on the **General** tab. 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
SEM reference	Reference of the SEM dossier. The SEM number is assigned automatically and has the following format: <ul style="list-style-type: none"> • User's initials, 2-digit, dash (-) • SEM mark, dash (-) • Current date, format: YYMMDD, 6 digits • Consecutive number, 6 digits Example: XY-SEM-250801123456
Templ.type	Type of preallocation. Possible values are: <ul style="list-style-type: none"> • normal Document: A one-time SEM dossier is created. • Copy template: A template is created. • User template: A user template is created. • OrgUnit template: An org unit preallocation is created.
Messages to send	Messages that can be sent with the SEM dossier
Data origin	Origin of the data
Gesamt-Zoll-Status: EXGs	Customs status of all EXG declarations for the SEM dossier
Gesamt-Zoll-Status: EXVs	Customs status of all EXV declarations for the SEM dossier
Started	Was the SEM transaction started?
Time	Date and time when the SEM transaction was started.
Finish	Was the SEM transaction completed?
Time	Date and time when the SEM transaction was completed.
Exit-Off	Customs office where the goods leave the customs territory of the Community.
Add.Info	Select the code for additional information from the drop-down menu. Additional information may include, for example, the existence of special circumstances. Example: X1004 (transit forwarding)

Field	Description
Date/time pres./exit	<ul style="list-style-type: none"> • Date and time of presentation • Date and time of departure of the goods. If you leave the field blank, the time of dispatch of the departure notification will be determined as the time of departure.
Carrier: EORI-TIN, Branch	EORI and branch number of the carrier of the goods. The carrier is the person who transports the goods across the border of the customs territory of the Union or is responsible for their transport across the border of the customs territory of the Union.
Clerk name/phone	<ul style="list-style-type: none"> • Name of the user handling the SEM dossier • Telephone number of the user handling the SEM dossier
Clerk eMail	Email address of the user handling the SEM dossier
UCR number	Unique Consignment Reference Number (UCR) of the shipment
Registration no. (extern)	Unique external identification of the shipment
Cus.Dec/Add.ref.	Reference number of a dossier linked to this SEM (customs declaration/shipment/other), for example an NCDP for transit forwarding
Typ	Customs declaration type of any associated customs declaration, for example NCDP for transit forwarding

 **Tip:** If the SEM dossier was created from a transit declaration, you can open the corresponding customs declaration NCDP by clicking the **Open CD/Add.Ref.** button.

5. To store an MRN using fast entry, proceed as follows:
 - a) In the **Shipment Export Monitoring objects (EXG/EXV)** area, click on the icon ►►. The **MRN: quick item creator** window opens.
 - b) Fill in the **MRN** field.
 - c) Click the **OK** button. The MRN is displayed in the **Shipment Export Monitoring objects (EXG/EXV)** area.
6. Alternatively, to add one or more copied MRNs from the clipboard, proceed as follows:
 - a) In the **Shipment Export Monitoring objects (EXG/EXV)** area, click on the icon ☒. The **Add export MRNs** window opens.
 - b) In the **Export MRNs** field, press the CTRL + V. The MRNs from the clipboard are copied into the field.

 **Important:** Multiple MRNs must be separated by a space or a new line.

- c) Click the **OK** button. The MRNs are displayed in the **Shipment Export Monitoring objects (EXG/EXV)** area.
7. To enter a means of transport for qualification or transfer, if required, click on the **Transport Means** tab. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Transport mode	Mode of transport of the active crossing border means of transport. You can find valid values using the search function.

Field	Description
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. You can find valid values using the search function.
Identity	Mark of the active crossing border means of transport
Nationality	Nationality of the means of transport. You can find valid values using the search function.
Departure Time	Date and time of departure of the active crossing border means of transport
Loading Place	Place where the goods are loaded.
Place/qualification	Place where the qualification was carried out. You can find valid values using the search function. Report additional locations if required.
Transport mode	Mode of transport used by the active means of transport for crossing border transport during transfer. You can find valid values using the search function.
Type of Identification	Type of identification of the means of transport during transfer, for example IATA flight number or official registration number. You can find valid values using the search function.
Identity	Identity or number of the crossing border active means of transport during transfer.
Nationality	Nationality of the means of transport during transfer. You can find valid values using the search function.
Departure Time	Date and time of departure of the crossing border active means of transport during transfer. If you leave the field blank, the time of dispatch of the message will be determined as the time of departure.
Loading Place	Place where the goods are loaded.
Place/relocation	Place to which the goods are transported

- To enter shipment data if required, click on the **Shipment details** tab. 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
Exporter	EORI and branch number of the exporter of the goods.
Customer	EORI and branch number of the carrier of the goods.
Transport type	Transport route for export
Flight no.	Flight number
HAWB-Number	Number of the house AWB
Master-AWB	Master AWB number

Field	Description
Place: qualification, relocation	<ul style="list-style-type: none"> Place where the qualification was carried out. You can find valid values using the search function. Report additional locations if required. Place to which the goods are transported
Airport of departure	IATA code of the departure airport (Departure)
ETD	Estimated time of departure of the means of transportation (estimated time of departure)
Destination airport	IATA code of the destination airport (destination)
ETA	Estimated time of arrival of the means of transport (estimated time of arrival)
Z-Number (Harbour)	Z number of the sea transport procedure
Vessel name	Name of the vessel
IMO-Number	IMO number of the vessel, format: 1234567
Truck company	Name of the trucking company
Driver	Name of the truck driver
Licence	Official registration number of the truck
Pickup date	Date on which the goods are collected from the consignor
Delivery date	Date on which the goods are delivered to the consignee.
Packages/Colli	Total number of all packages in the dossier
Total gross & net weight	<ul style="list-style-type: none"> Gross weight of the goods for the entire export transaction Net weight of the goods for the entire export transaction

9. To copy the shipment data into the qualification, click on one of the following buttons depending on the crossing border means of transport:

- **copy AIR data -> quali**
- **copy SEA data -> quali**
- **copy TRUCK data -> quali**

The shipment data is copied to the EXG customs declaration (**Transport means** tab).

10. To store the configuration data for SEM processing, click on the **Action plan** tab.



Important: To store configuration data for a SEM dossier, you need at least the permission **CustomsExitProcessing > edit**.

You have several options:

- If you select the messages you want to send for the SEM dossier in the **Messages to send** field, the following fields are filled in automatically.
- For each message individually, select whether it should be sent for the SEM dossier (**Yes**).

Field	Description
Messages to send	Select the messages you want to send using the SEM dossier. The following fields are filled in automatically. You can change the values if required.
Send: Antic./Pres./Qual./Reloc./Notif.	Indication of whether the respective message is sent with the SEM transaction. Possible send messages are: <ul style="list-style-type: none"> • Export exit anticipation declaration • Presentation • Qualification • Transfer • Exit
Full autom. processing, notif./delay	Specify the processing type. Possible processing types are: <ul style="list-style-type: none"> • Fully automatic processing • Automatic sending of the exit message with delay



Important: Fully automatic processing and the processing of delayed exit notifications are currently not technically possible.

- To save the SEM dossier, click on the **Save** entry in the **...** **Actions** area. The SEM dossier is displayed in the **Shipment Export Monitoring** overview. Instructions on how to start the SEM dossier manually can be found in the chapter [Start or continue SEM processing](#) on page 9.

1.3 Start or continue SEM processing

This chapter describes how to perform export monitoring using a SEM dossier.

- Select the menu entry **Start > ☹ Customs declarations**.
- In the **Overviews** area, click on the entry **SEM: Shipment Export Monitoring**. The **Shipment Export Monitoring** overview opens.
- Open the SEM dossier that you want to start.
- To start processing the SEM dossier, click on the **Start/continue SEM processing** entry in the **...** **Actions** area.

The application checks whether an EXG or EXV customs declaration has already been created for the MRNs entered in this SEM dossier. If required, a customs declaration (EXG/EXV) is automatically created and linked to the SEM item (MRN). The reference number of the customs declaration is assigned automatically and has the following format:

- Initials of the user, 2-digit, dash (-)
- Declaration type EXG or EXV
- Current time stamp (date and time), format: YYMMDDhhmmssSSSS, 16 digits

Example: XY-EXG2508011745225143

The required or requested message is sent for each SEM item (MRN). When a message for an MRN is received from ATLAS, the SEM item is updated.

- To send the next message, click on the **Start/continue SEM processing** entry again in the **...** **Actions** area.



Important: If one or more SEM items have the SEM status **PENDING**, all send actions are disabled until the current communication process has been completed.

Repeat this step until export monitoring for all SEM items is completed.

The status of the EXG or EXV customs declaration is displayed in the **Shipment Export Monitoring** overview in the **EXG status** or **EXV status** column. If the status --- **diverse** --- is displayed, the SEM items have different statuses.

6. Alternatively, to send a message for a SEM item independently of the messages for the other items in the SEM dossier, proceed as follows:

a) Select the MRN in the **Shipment Export Monitoring objects (EXG/EXV)** area.

b) You have the following options:

- To send an export exit anticipation declaration for the MRN, click on the icon ⓘ.
- To send a presentation for the MRN, click on the icon ☰.
- To send a qualification for the MRN, click on the icon Ⓞ.
- To send a transfer for the MRN, click on the icon ♡.
- To send an exit notification for the MRN, click on the icon ☰.



Tip:

- Alternatively, open the context menu with the right mouse button and select the corresponding entry.
- Messages that cannot be sent in the current status of the SEM item are disabled in the table and in the context menu.

7. Check the status of the individual SEM items in the **Shipment Export Monitoring objects (EXG/EXV)** area.

The status for each SEM item is displayed in the **EXG status** or **EXV status** column. To display further information, open the SEM item with a double-click.



Important: If you have received an error status for a SEM item, you must correct the error in the EXG or EXV customs declaration. To open the customs declaration, select the SEM item and click on the icon Ⓞ or ☰. Instructions for correcting the error can be found in the chapter [Edit errors \(customs\)](#).



Tip:

- If a SEM item has one of the following statuses, it will not be sent again when SEM processing is continued:
 - **Exit aborted**
 - **Exit completed**
 - **Exit rejected**
 - **Cancel internally**
- On the **Item events** tab, you will find a list of all events for all associated EXG or EXV customs declarations. You can use the events to track the message exchange. Further information can be found in the chapter [Displaying item events](#) on page 11.

1.4 Processing exit abortion for a SEM item

This chapter describes how to perform an exit abortion for a SEM item.

The customs declaration EXG has the status **Data of Exit** or **Exit approved**.



Important:

- You can only perform an exit abortion at dossier level: **Information Type = FV** (exit abortion).
- You must perform the abortion manually for each affected SEM item.

1. Select the menu entry **Start** > ☯ **Customs declarations**.

2. In the area **↑ Overviews**, click on the entry ☰ **SEM: Shipment Export Monitoring**. The overview **Shipment Export Monitoring** opens.

3. Double-click to open the SEM dossier for which you want to perform the exit abortion.
4. Select the corresponding SEM item in the **Shipment Export Monitoring objects (EXG/EXV)** area.
5. Click on the icon .
The **Send abortion of exit** window opens.
6. Click on the button **OK**.
Depending on the status of other SEM items, the status in the **EXG status** column in the **Shipment Export Monitoring** overview changes to **--- diverse ---**. If the exit abortion is error-free, the status of the SEM item in the **Shipment Export Monitoring objects (EXG/EXV)** area in the **EXG status** column changes to **Exit aborted**.



Tip: Click on the **Item events** tab. You have received a **E_EXT_STA** message with status **372**.

7. Repeat the last steps for further SEM items if required. You can continue processing all SEM items that do not need to be cancelled.

1.5 Displaying item events

This chapter describes how to display events for SEM items.


You have opened a SEM dossier.

If a SEM dossier is used for mass processing, it may be necessary to track the message exchange for individual SEM items. You have the option of displaying the events for individual SEM items (MRNs) or for all items.

1. To display the events for an individual SEM item, proceed as follows:
 - a) If required, click on the **General** tab.
 - b) Open the SEM item by double-clicking on the corresponding line in the **Shipment Export Monitoring objects (EXG/EXV)** area.
The **Export Monitoring** window opens.
 - c) Click on the **Events** tab.
A list of all events for the SEM item is displayed. The events are sorted by processing time, with the first/oldest event at the top.
2. To display the events for all SEM items, proceed as follows:
 - a) Click on the **Item events** tab.
A list of all events for all SEM items is displayed. The events are sorted by processing time, with the most recent event at the top.



Tip: The consecutive numbering in the **No** column is for clarity only. It has no further significance.

- b) You have several options:
 - You can search the list. If you enter a character string in the filter field () , only the rows that contain the character string in at least one column are displayed. The overview or table is already filtered when you enter the character string.
 - You can sort the list by clicking on a column name in the header.
 - You can export the list. Instructions can be found in the chapter [Exporting overviews](#).

2 Templates and preallocations (SEM)

This chapter describes templates and preallocations for Shipment Export Monitoring (SEM).

If you use a template, the preallocation is ignored. If you have not specified a template or the specified template is not found, the user template is used. If no user template has been stored, the org unit preallocation is used. If no org unit preallocation has been stored, an empty SEM dossier is created.

Template

A template is a submission for frequently used SEM dossiers. It has the following features:

- You can create as many templates as you like.
- When creating a SEM dossier, you specifically select a template.
- When creating a SEM dossier based on a template, all fields filled in the template are copied to the SEM dossier. The entries can be changed and completed.
- For example, create a template for transit forwarding with SEM.
- Instructions on creating a template can be found in chapter [Creating a SEM template](#) on page 12.

Preallocation

A preallocation is a submission for a SEM dossier. It has the following features:

- You can create one preallocation each for the user and the org unit for a SEM dossier. If both preallocations have been created, the user template is used.
 - The user template only applies to the logged-in user. It does not affect the preallocation of other users.
 - The org unit preallocation applies to all users who are assigned to the same org unit.



Important: If you create or change an org unit preallocation, all users assigned to the org unit are affected.

- When you create a SEM dossier, the fields filled in the preallocation are copied to the SEM dossier. The entries can be changed and completed.
- Create a preallocation if certain fields should always have the same content.
- Instructions on creating a preallocation can be found in chapter [Creating a SEM preallocation](#) on page 14.

2.1 Creating a SEM template

This chapter describes how to create a template for a SEM dossier.



Restriction:

- To create a SEM dossier, you need at least the permission **CustomsExitProcessing > create**.
- To store configuration data for a SEM dossier, you need at least the permission **CustomsExitProcessing > edit**.



Tip: A description of all fields and further information can be found in chapter [Creating a SEM dossier](#) on page 4.

1. Select the menu entry **Start > ☰ Customs declarations**.
2. In the **↑ Overviews** area, click on the entry **☰ SEM templates**.
3. In the **☑ Related actions** area, click on the entry **🔗 Create copy source**.
The **SEM: Shipment Export Monitoring** tab opens.

- Fill in all the fields that are to be copied to the new SEM dossier when creating a SEM dossier based on this template.

Field	Description
SEM reference	Reference of the template. The SEM number for templates has the following format: <ul style="list-style-type: none"> TMP- (default value) Any character string (11 to 31 digits), whereby only the following characters and special characters are allowed: capitals (A-Z), digits (0-9), dash (-), underscore (_), plus sign (+) and space.
Templ.type	For a template, the value Copy template is displayed.
Messages to send	Messages that can be sent with the SEM dossier
Data origin	Origin of the data



Tip: If you create a template for transit forwarding, fill in the fields as follows:

- Messages to send = x-pre) X1004: presentation only or x-pre/qual) X1004: presentation, qualification**
- Data origin = NCTS**
- Exit-Off = office responsible for the transit declaration**
- Add.Info = X1004**

In addition, fill in the fields for the carrier and the user.

- To enter the means of transport for the transit forwarding, click on the **Transport Means** tab. Fill in the fields in the **Transport means/Qualification** area.

Field	Description
Transport mode	Mode of transport of the active crossing border means of transport. You can find valid values using the search function.
Type of Identification	Type of identification of the means of transport, for example IATA flight number or official mark. You can find valid values using the search function.
Identity	Mark of the active crossing border means of transport
Nationality	Nationality of the means of transport. You can find valid values using the search function.
Departure Time	Date and time of departure of the active crossing border means of transport
Loading Place	Place where the goods are loaded.
Place/qualification	Place where the qualification was carried out. You can find valid values using the search function. Report additional locations if required.

- Enter further data if required.
- To save the template, click on the entry **Save** in the **...** **Actions** area.



Tip: The template does not have to be saved without errors, as it serves as a submission. The copied data can be changed and completed.

The template is displayed in the overview.

2.2 Creating a SEM preallocation

This chapter describes how to create a preallocation for a SEM dossier.



Restriction:

- To create a SEM dossier, you need at least the permission **CustomsExitProcessing > create**.
- To store configuration data for a SEM dossier, you need at least the permission **CustomsExitProcessing > edit**.

1. Select the menu entry **Start > ☯ Customs declarations**.
2. In the **↑ Overviews** area, click on the entry **☰ SEM templates**.
3. Depending on the type of preallocation, click on the entry **👤 Create user template** or **🏢 Create OrgUnit template** in the area **🔗 Related actions**.
 - If the preallocation is only to be used by the logged-in user, click on the entry **👤 Create user template**.
 - If the preallocation is to be used by the department to which the user is assigned, click on the entry **🏢 Create OrgUnit template**.



Important: If you create or change an org unit preallocation, all users assigned to the org unit are affected.

The **SEM: Shipment Export Monitoring** tab opens.

- For a user template, the **SEM reference** field displays the value **TMP-USR-[first name of the user]-[surname of the user]**.
 - For a org unit preallocation, the **SEM reference** field displays the value **TMP-ORG-[code of the organisation unit]_[YYMMDD]**.
4. Fill in all fields that are to be filled in automatically when creating a SEM dossier in future.



Tip: A description of the fields and further information can be found in the chapter [Creating a SEM dossier](#) on page 4.

5. To save the preallocation, click on the entry **💾 Save** in the area **⋮ Actions**.



Tip: The preallocation does not have to be saved without errors, as it serves as a submission.

The preallocation is displayed in the overview.

6. Create a SEM dossier.

The fields that you have filled in the preallocation are also filled in the new dossier. If required, you can change the field contents.

3 Transit forwarding with SEM

This chapter describes transit forwarding with the Shipment Export Monitoring (SEM). From the point of view of the 2nd stage of the export procedure, transit forwarding is the assignment of the MRN of a notification remark to a transit declaration and its completion through the completion of the transit declaration.

Since January 2025, there has been an ATLAS interface between the exit (2nd stage export procedure) and the transit procedure (NCTS). To be able to use the transit forwarding, enter the value **X1004 - Versandweiterleitung** in a notification remark (customs declaration EXG) in the **Additional Information** field. The export transaction is reserved for transit forwarding.

After receiving the message **Exit cancellation (E_EXT_DAT)**, you can copy the data from the customs declaration EXG into a customs declaration NCDP and start the transit procedure. Completion of the transit procedure also completes the 2nd stage of the export procedure (exit confirmation).

As a transit declaration often/usually comprises several export declarations, the Shipment Export Monitoring SEM is particularly suitable for the mass processing of large quantities of export declarations during transit forwarding. The requirement is that the data on the means of transport in the 2nd stage of the export procedure is identical for all export declarations concerned. This applies to the following fields:

- **Transport mode**
- **Type of Identification**
- **Identity**
- **Nationality**
- **Departure Time**
- **Loading Place**
- **Place/qualification**

SEM automatically performs the following work steps:

- Creation of one customs declaration EXG per MRN (SEM item).
- Sending the required notification remark for each SEM item.

The message **Exit cancellation** forms the basis for the further procedure in transit forwarding. You have various options for further processing:

1. You process the transit forwarding completely in the associated customs declaration NCDP. Instructions can be found in chapter [Performing transit forwarding with SEM from a customs declaration NCDP](#) on page 15.
2. You qualify the goods at dossier level (**Information Type = LV** and **Finalization = Yes**). Instructions can be found in chapter [Performing transit forwarding with SEM from a customs declaration NCDP](#) on page 15.
3. You report missing quantities at item or package level (**Information Type = FW** or **Information Type = FP**). To report missing quantities, you must edit the EXG customs declaration. Instructions can be found in the corresponding chapter [Performing qualification at item level](#) or [Performing qualification at package level](#).
4. If the goods are missing from one or more export declarations, perform an exit abortion. Instructions can be found in chapter [Processing exit abortion for a SEM item](#) on page 10.

3.1 Performing transit forwarding with SEM from a customs declaration NCDP

This chapter describes how to perform a transit forwarding from a customs declaration NCDP with a SEM dossier.

**Restriction:**

- To create a SEM dossier, you need at least the permission **CustomsExitProcessing > create**.
- If the **autPRE** field has the value **Yes**, the EXG customs declarations for the SEM items are automatically created and sent. The **Create SEM (Auto-Pre)** function is activated by DAKOSY. Please contact servicedesk@dakosy.de.
- To send a customs declaration EXG, you need at least the permission **CustomsDeclarationEXPORT > sendDE**.

- You have the MRNs for the export declarations. The export declarations have a release of goods from customs.
- You have created a template for transit forwarding in SEM. At least the following fields (tabs **General** and **Transport means**) are filled in the template:
 - **Messages to send** (= x-pre or x-pre/qual)
 - **Data origin** (= NCTS)
 - **Exit-Off** (= office responsible for the transit declaration)
 - **Add.Info** (= X1004)
 - the fields for the carrier
 - the fields for the user
 - the fields in the **Transport means/Qualification** area

Instructions on creating a template can be found in the chapter [Creating a SEM template](#) on page 12.

- You have opened a customs declaration NCDP for Germany for processing and entered the data.
 1. In the customs declaration NCDP, click on the **Guarantees/Export-MRNs** tab.
 2. Enter a SEM template for the transit forwarding in the **SEM-template** field. Alternatively, use the search function.
 3. Enter a unique reference for the SEM dossier in the **SEM-Reference** field. Enter any character string (15 to 35 characters), whereby only the following characters and special characters are allowed: Capitals (A-Z), digits (0-9), dash (-), underscore (_), plus sign (+) and space.



Tip: If you leave the field empty, the SEM number is assigned automatically and has the format XY-SEM-YYMMDD123456.

4. To store export MRNs for transit forwarding, proceed as follows:
 - a) In the **Export MRNs** area, click on the icon +. The **Export MRNs** window opens.
 - b) Fill in the **Export-MRN** field.
 - c) To store another MRN, click on the **Add** button.
 - d) To save the MRN, click on the **OK** button. The MRN is displayed in the **Export MRNs** area.
5. Alternatively, to add one or more copied MRNs from the clipboard, proceed as follows:
 - a) In the **Export MRNs** area, click on the icon . The **Add export MRNs** window opens.
 - b) Press CTRL + V in the **Export MRNs** field. The MRNs from the clipboard are copied to the field.



Important: Multiple MRNs must be separated by a space or a new line.


- c) Click on the **OK** button. The MRNs are displayed in the **Export MRNs** area.
6. To create a SEM dossier and have the associated EXG customs declarations created and sent automatically, click on the **Create SEM (Auto-Pre)** button.



Important: To use the function, the **autPRE** field must have the value **Yes**.

The SEM dossier is created in the background. For each export MRN of the NCDP customs declaration (**Guarantees/Export-MRNs** tab), a SEM item and an EXG customs declaration are created. The EXG customs declarations are sent automatically. The SEM items are displayed in the **Shipment Export Monitoring objects (EXG/EXV)** area of the SEM dossier. A note on the processing status is displayed. If the presentation is error-free, customs sends the message data of exit (E_EXT_DAT) and the corresponding status in the **EXG status** column changes to **Data of Exit**.

7. If the field **autPRE** has the value **No** or no SEM template has been specified, the EXG customs declarations for the SEM items are not sent automatically. Proceed as follows:

- a) Click on the **Create/update SEM** button.
The SEM dossier is created and opened. For each export MRN of the NCDP customs declaration (**Guarantees/Export-MRNs** tab), a SEM item is created and displayed in the **Shipment Export Monitoring objects (EXG/EXV)** area of the SEM dossier.
- b) To start the processing of the entire SEM dossier, click on the entry  **Start/continue SEM processing** in the **... Actions** area.
An EXG customs declaration is created and sent for each SEM item.

If the presentation has been sent without errors, the corresponding status in the **EXG status** column changes to **Data of Exit**.

8. If required, you can check the status of the EXG customs declarations. Click on the **Check MRN status** button.



Important: By default, customs will respond to the notification remark after 2 to 5 minutes.


9. If you want to qualify the goods, open the SEM dossier (again).




Important:

- You can only process a qualification at dossier level from a SEM dossier.
- To be able to send a qualification, the **Messages to send** field must have the value **x-pre/qual**.

Proceed as follows:

- a) Click on the **Open SEM procedure** button.
- b) If all SEM items have the status **Data of Exit**, click on the entry  **Start/continue SEM processing** in the **... Actions** area.
The qualification is sent for each SEM item.

If the qualification has been sent without errors, the status in the **EXG status** column changes to **NCTS forwarding exit approved**.

10. If all SEM items in the **EXG status** column have the status **Data of Exit** (or **NCTS forwarding exit approved**), you can transfer the data from the messages **Exit cancellation** (E_EXT_DAT) into the transit declaration. In the NCDP customs declaration, click on the **Houseconsignments/ConsignmentsItems** tab.
11. Click on the icon .
- A window opens.
12. You have several options:
- If you do not want to transfer the consignee data from the data of exit, click on the **don't copy consignee** button.
 - If you want to transfer the consignee data from the data of exit, click on the **always copy consignee** button.

A new houseconsignment with the corresponding number of items and the data from the **Exit cancellation** message is created for each export MRN. A corresponding note is displayed. In addition, the following fields are automatically filled in as described:

- The **RefNo/LRN** field is filled with a number in the format YYMMDD123456.
 - The export MRN of the corresponding message **Exit cancellation** is transferred to the **Additional Reference** field. In addition, a previous document **N830 - Ausfuhranmeldung** with the export MRN in the **Reference** field (**Houseconsignment/Documents** tab) is added for the houseconsignment.
 - On the **Guarantees/Export-MRNs** tab, in the **Export MRNs** area, the columns **copied** (✓) and **Sin.decl.** (consecutive number of the houseconsignment) are filled.
13. To save the transit declaration, click on the entry **Save** in the **...** **Actions** area.
 14. To send the transit declaration, click on the entry **Send** in the **...** **Actions** area.
 15. If the customs declaration is free of errors, customs sends an acceptance with an MRN and a release of goods with a transit accompanying document (TAD). The status of the customs declaration changes to **Accepted** and **Released**. If the transit completion is free of errors, customs completes the transit declaration and the export for all associated export MRNs. The status of the customs declaration changes to **Completion**.

4 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](tel:+494037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Technical questions customs

- Contact: Customs Information Center
- Phone: [+49 351 44834-520](tel:+4935144834520)
- Email: info.gewerblich@zoll.de

Technical questions ATLAS

- Contact: Service Desk ITZBund
- Telephone from within Germany (DE): [0800 8007-5451](tel:080080075451)
- Telephone from abroad: [+49 69 20971-545](tel:+496920971545)
- Email: servicedesk@itzbund.de