



Export Germany 3.7

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DAKOSY
Datenkommunikationssystem AG

Mattentwiete 2
20457 Hamburg
www.dakosy.de

+49 40 37003-0
info@dakosy.de

Modification service

DAKOSY

Datenkommunikationssystem AG

Training team

Mattentwiete 2

20457 Hamburg

Phone: +49 40 37003-0

Email: dokumentation@dakosy.de

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[1] the online help of the application

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1 Export Declaration Germany

This chapter describes the export procedure.

Under the export procedure, Union goods or other goods intended for export are taken out of the customs territory of the Union under customs monitoring.

The export procedure is divided into two procedural stages. The subdivision refers to the two customs offices involved in the export procedure:

- Customs office of export
- Customs office of exit

In the export procedure, the duty of customs declaration is bound to a specific competent customs office in the domestic country. This is called the customs office of export and is located in the geographical area of responsibility of the exporter or declarant. Alternatively, the customs office in whose district the goods are packed or loaded for export may also be responsible. This selection is made by the declarant.

Once the goods have been transferred to the export procedure, clearance at the customs office of exit and exit from the customs territory takes place in the second stage of the procedure. The customs office of exit is generally located at the border to the third country. Special regulations apply to some modes of transport, for example air or sea transport.

The electronic export procedure consists of 2 stages:

- Stage 1: Declaration/release of goods/completion
- Stage 2: Presentation/qualification/monitoring

The 1-stage export procedure is an exception. Here, stages 1 and 2 are carried out at the border customs office. The border customs office performs the tasks of a customs office of export and a customs office of exit.

A distinction is also made between standard export declarations and simplified export declarations. The simplified export declaration is subject to procedural simplification in accordance with Art. 166 para. 1 of the Union Customs Code (UCC). The exporter can initially submit a declaration to the customs office of export in which certain information or documents are missing.



Tip: The declarant of a good does not need to apply for an EORI if he declares fewer than 10 consignments per year. A declarant without an EORI number can only declare goods that are not subject to restrictions.

1.1 Standard export declaration in the simplified procedure

This chapter describes the standard export declaration in the simplified procedure of the export procedure in Germany.



Tip: Until the update to AES 3.0, the standard export declaration for the two-stage simplified procedure using an authorization SDE export was called export declaration complete for the two-stage simplified procedure ZA.

In order to use the procedure, an authorization as an authorized exporter (ZA) is required. The authorization is granted upon application by the responsible central customs office.

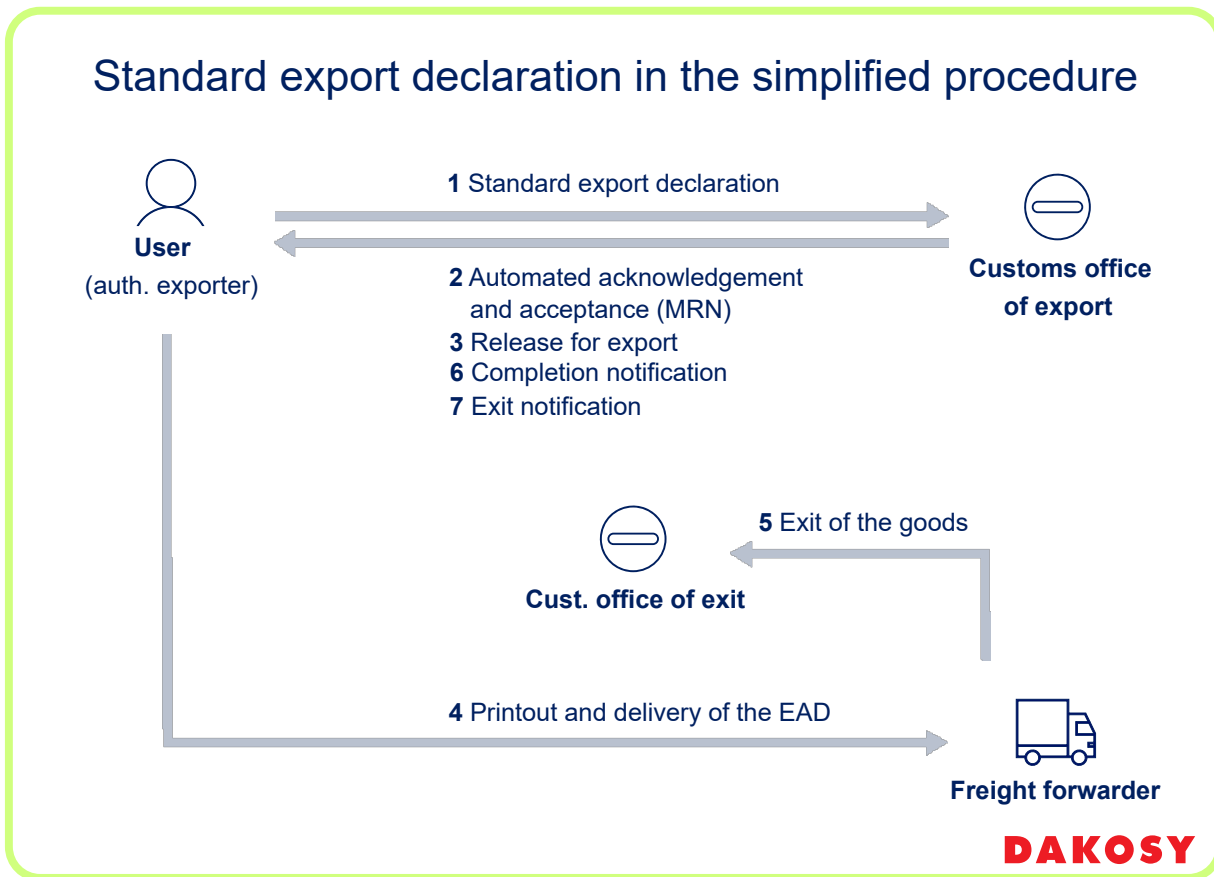


Figure 1: Standard export declaration in the simplified procedure

1. The user (= authorized exporter) creates a standard export declaration and sends it to the customs office of export.
2. The user receives an automated acceptance with an MRN from the customs office of export. The acknowledgement is automated, but is not explicitly transmitted to the user.
3. The user receives a release of goods for export from the customs office of export.
4. The user prints out the export accompanying document (EAD) and hands it over to the freight forwarder with the goods.
5. The freight forwarder takes the documents and the goods to the customs office of exit.
6. After the exit of the goods, the user automatically receives a clearance message from the customs office of export.
7. The user receives an exit notification from the customs office of export.

1.2 Standard export declaration in the standard procedure

This chapter describes the standard export declaration in the standard procedure of the export procedure in Germany.



Tip: Until the update to AES 3.0, the standard export declaration for the two-step standard procedure was called export declaration complete for the two-step standard procedure.

Any participant connected to DAKOSY can use this procedure.

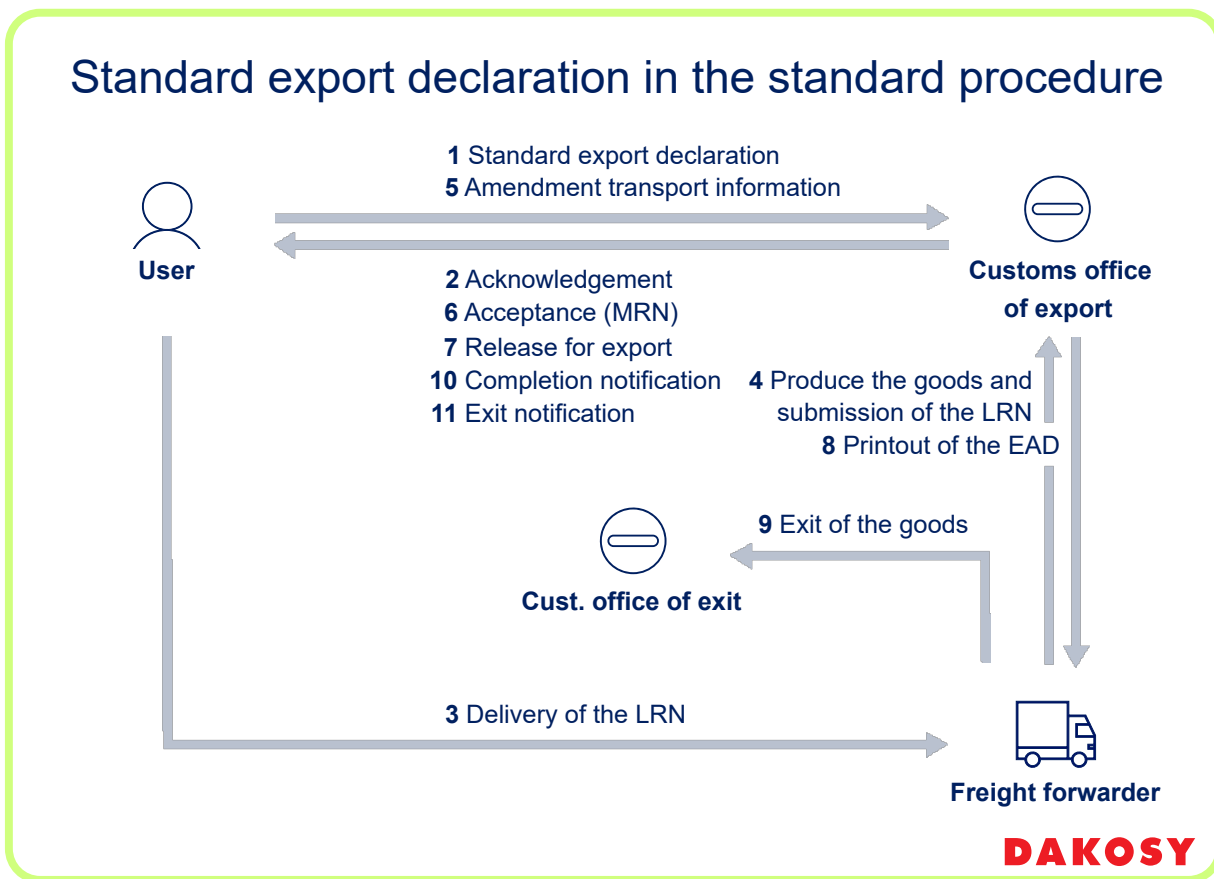


Figure 2: Standard export declaration in the standard procedure

1. The user creates a standard export declaration and sends it to the customs office of export.
2. The user receives an acknowledgement from the customs office of export.
3. The user hands over the LRN with the goods to the freight forwarder.
4. The freight forwarder takes the LRN and the goods to the customs office of export and physically presents the goods.
5. User "A" can send an amendment to transport information that can only be determined at a later date.
6. The user receives an acceptance with an MRN from the customs office of export.
7. The user receives a release of goods for export from the customs office of export.
8. The freight forwarder receives the export accompanying document (EAD) from the customs office of export.
9. The freight forwarder travels to the customs office of exit with the documents and the goods.
10. After the exit of the goods, the user automatically receives a clearance message from the customs office of export.
11. The user receives an exit notification (AVM) from the customs office of export.



Tip: In the period between acknowledgement and acceptance, the export declaration can be identified via the unique LRN (Local Reference Number).

1.3 Standard export declaration with presentation outside the customs premises

This chapter describes the standard export declaration with presentation outside the customs premises in the export procedure in Germany.

i Tip: Until the update to AES 3.0, the standard export declaration for the two-stage standard procedure with application for presentation outside the customs premises in accordance with Section 12 (4) of the Foreign Trade and Payments Ordinance (AWV) was called 'export declaration complete for the two-stage standard procedure with application for presentation outside the customs premises in accordance with Section 12 (4) AWV'.

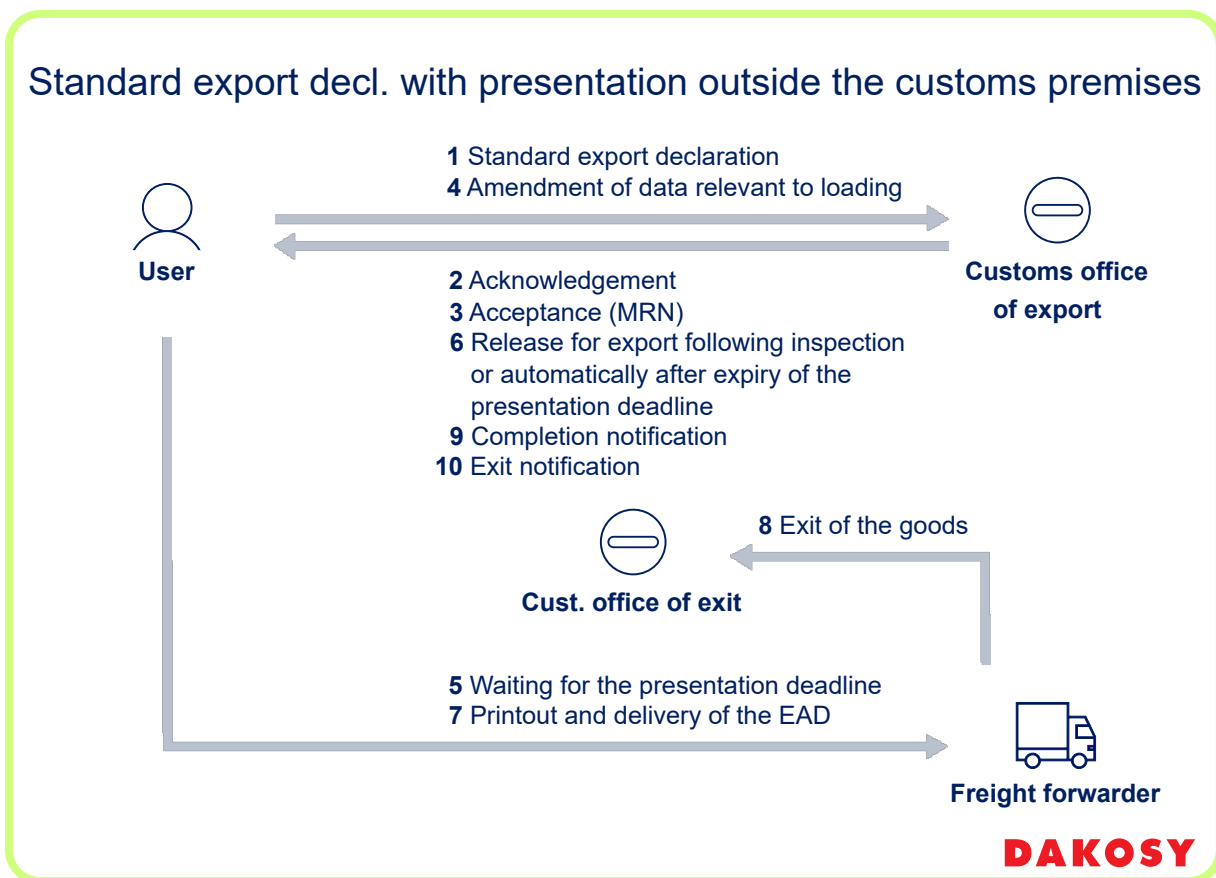


Figure 3: Standard export declaration with presentation outside the customs premises

1. The user creates a standard export declaration with a request for presentation outside the customs premises and sends it to the customs office of export. A presentation period must also be specified, whereby the application must be reported to the customs office of export at least two hours before the end of business on the day before the presentation.
2. The user receives an acknowledgement from the customs office of export.
3. The user receives an acceptance with an MRN from the customs office of export.
4. The user can send an amendment of loading-relevant data to the export declaration.
5. The user must wait for the presentation deadline to expire.
6. After an inspection by customs or after the presentation deadline has expired, the user automatically receives the release of goods.
7. The user prints out the export accompanying document (EAD) and hands it over to the freight forwarder with the goods.
8. The freight forwarder takes the documents and the goods to the customs office of exit.
9. After the exit of the goods, the user automatically receives a clearance message from the customs office of export.
10. The user receives an exit notification (AVM) from the customs office of export.

i Tip: In the period between acknowledgement and acceptance, the export declaration can be identified via the unique LRN (Local Reference Number).

1.4 Standard export declaration in the single stage procedure

This chapter describes the standard export declaration in the single stage procedure of the export procedure in Germany.

i Tip: Until the update to AES 3.0, the standard export declaration for the single stage procedure for goods with a value of up to EUR 3,000 was called the Export Declaration Complete for the single stage procedure for low values.

The single stage-procedure is only permitted under the following requirements:

- for goods with a value of up to and including EUR 3,000 per export consignment
- if the goods are not subject to any prohibitions or restrictions
- in justified exceptional cases in accordance with Article 215, paragraph 2 of the UCC

The reason for the approval of an exceptional case must be stated in the export declaration in the field **Remark** in the export declaration.

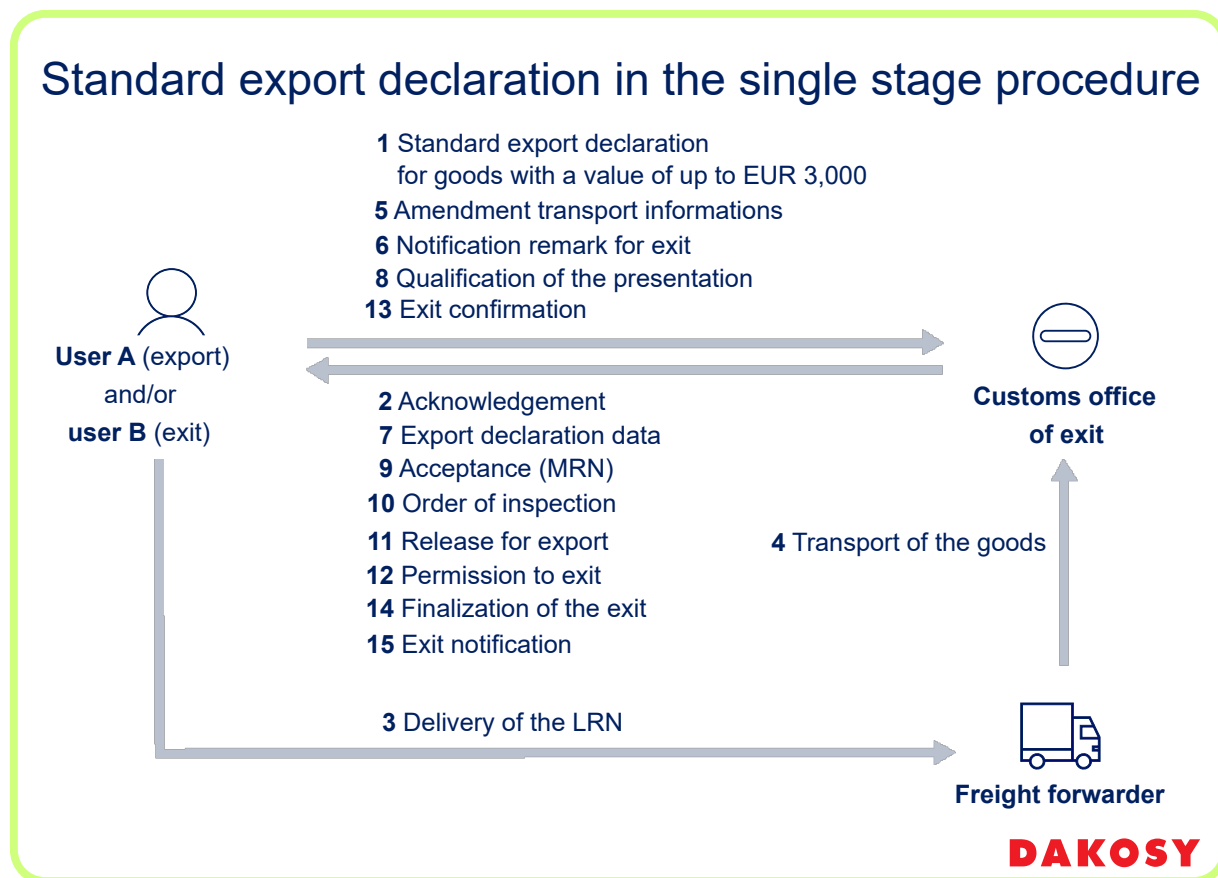


Figure 4: Standard export declaration in the single stage procedure

1. User "A" (= Export Declaration participant) creates a standard export declaration and sends it to the customs office of exit.
2. User "A" receives an acknowledgement from the customs office of exit.
3. User "A" hands over the LRN with the goods to the freight forwarder.
4. The freight forwarder drives to the customs office of exit with the LRN and the goods.
5. User "A" can only send an amendment after the transport information has been defined.
6. User "B" (= participant exit) creates a notification remark for the exit and sends it to the customs office of exit.
7. User "B" receives the export declaration data from the customs office of exit.
8. User "B" sends the qualification of the presentation to the customs office of exit.
9. User "A" receives an acceptance with an MRN from the customs office of exit.
10. User "B" receives an order for inspection from the customs office of exit if required.

11. User "A" receives a release of goods for export from the customs office of exit.
12. User "B" receives permission to exit from the customs office of exit.
13. After the exit of the goods, user "B" sends an exit confirmation to the customs office of exit.
14. User "B" receives finalization of the exit from the customs office of exit.
15. User "A" receives an exit notification (AVM) from the customs office of exit.

1.5 Simplified export declaration in the simplified procedure

This chapter describes the simplified export declaration in the simplified procedure of the export procedure in Germany.

i Tip: Until the update to AES 3.0, the simplified export declaration for the two-stage simplified procedure using an SDE export authorization was called incomplete export declaration for the two-stage simplified procedure SDE export.

The use of the simplified procedure with a simplified export declaration enables the exporter to initially submit only one declaration to the customs office of export, in which either certain information or documents are missing. Documents essential for the export, for example authorizations for export and export licenses, must always be submitted at the time of clearance. The simplified export declaration in the simplified procedure must be authorized by the central customs office.

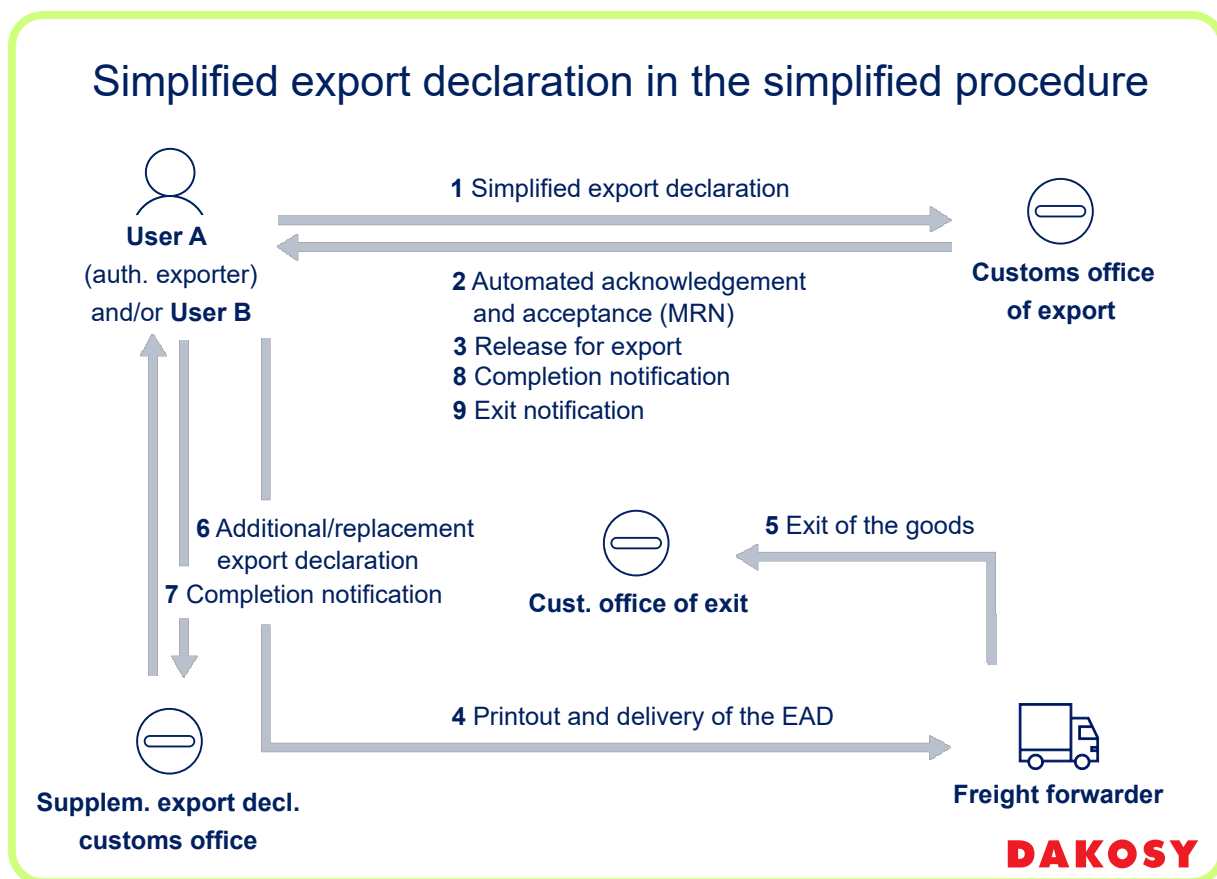


Figure 5: Simplified export declaration in the simplified procedure

1. User "A" (= authorized exporter) creates a simplified export declaration and sends it to the customs office of export.
2. User "A" receives an automated acceptance with an MRN from the customs office of export. The acknowledgement is automated, but is not explicitly transmitted to the user.
3. User "A" receives a release of goods for export from the customs office of export.
4. User "A" prints out the export accompanying document (EAD) and hands it over to the freight forwarder with the goods.
5. The freight forwarder takes the documents and the goods to the customs office of exit.

6. No later than 30 days after creating the simplified export declaration, user "B" creates a supplementary/replacement export declaration with the missing information and documents and sends it to the supplementary export declaration customs office (EAM customs office).
7. User "B" automatically receives a completion message from the supplementary export declaration customs office.
8. User "A" automatically receives a completion message from the customs office of export.
9. User "A" receives an exit notification (AVM) from the customs office of export.

Depending on the respective mode of operation, user "A" and user "B" can also be the same user. The supplementary export declaration customs office must match in the simplified export declaration and in the supplementary/replacement export declaration.

1.6 Simplified export declaration in the standard procedure

This chapter describes the simplified export declaration in the standard procedure of the export procedure in Germany.

i Tip: Until the update to AES 3.0, the simplified export declaration for the 2-stage standard procedure was called the incomplete export declaration for the 2-stage standard procedure.

The application of procedural simplification with a simplified export declaration enables the exporter to initially submit only one declaration to the customs office of export, in which either certain information or documents are missing. Documents essential for the export, for example authorizations for export and export licenses, must always be submitted at the time of clearance.

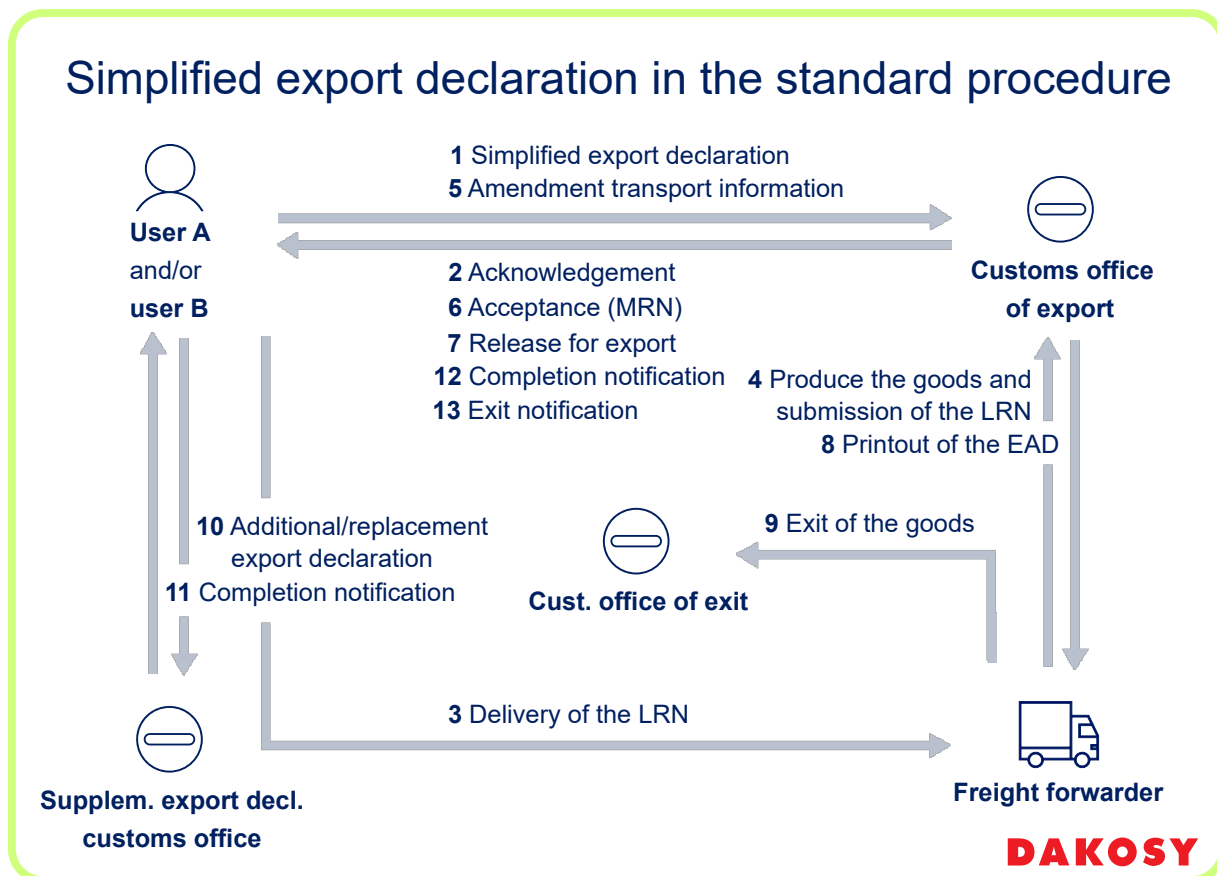


Figure 6: Simplified export declaration in the standard procedure

1. User 'A' creates a simplified export declaration and sends it to the customs office of export.
2. User "A" receives an acknowledgement from the customs office of export.
3. User "A" hands over the LRN with the goods to the freight forwarder.
4. The freight forwarder takes the LRN and the goods to the customs office of export and physically presents the goods.

5. User 'A' can send an amendment to transport information that can only be determined at a later stage.
6. User "A" receives an acceptance with an MRN from the customs office of export.
7. User "A" receives a release of goods for export from the customs office of export.
8. The freight forwarder receives the export accompanying document (EAD) from the customs office of export.
9. The freight forwarder travels to the customs office of exit with the documents and the goods.
10. No later than 30 days after creating the simplified export declaration, user "B" creates a supplementary/replacement export declaration with the missing information and documents and sends it to the supplementary export declaration customs office (EAM customs office).
11. User "B" automatically receives a completion message from the supplementary export declaration customs office.
12. After the exit of the goods, user "A" automatically receives a clearance message from the customs office of export.
13. User "A" receives an exit notification (AVM) from the customs office of export.



Tip: In the period between acknowledgement and acceptance, the export declaration can be identified via the unique LRN (Local Reference Number).

Depending on the respective mode of operation, user "A" and user "B" can also be the same user. The supplementary export declaration customs office must match in the simplified export declaration and in the supplementary/replacement export declaration.

1.7 Simplified export declaration with presentation outside the customs premises

This chapter describes the simplified export declaration with presentation outside the customs premises in the export procedure in Germany.



Tip: Until the update to AES 3.0, the simplified export declaration for the two-step standard procedure with application for presentation outside the customs premises in accordance with Section 12 (4) of the Foreign Trade and Payment Ordinance (AWV) was called an incomplete export declaration for the two-step standard procedure with application for presentation outside the customs premises in accordance with Section 12 (4) of the Foreign Trade and Payment Ordinance (AWV).

The application of the simplified procedure with a simplified export declaration allows the exporter to initially submit only a declaration to the customs office of export, in which either certain information or

documents are missing. Documents essential for export, for example export authorisations and export licences, must always be presented at the time of clearance. .

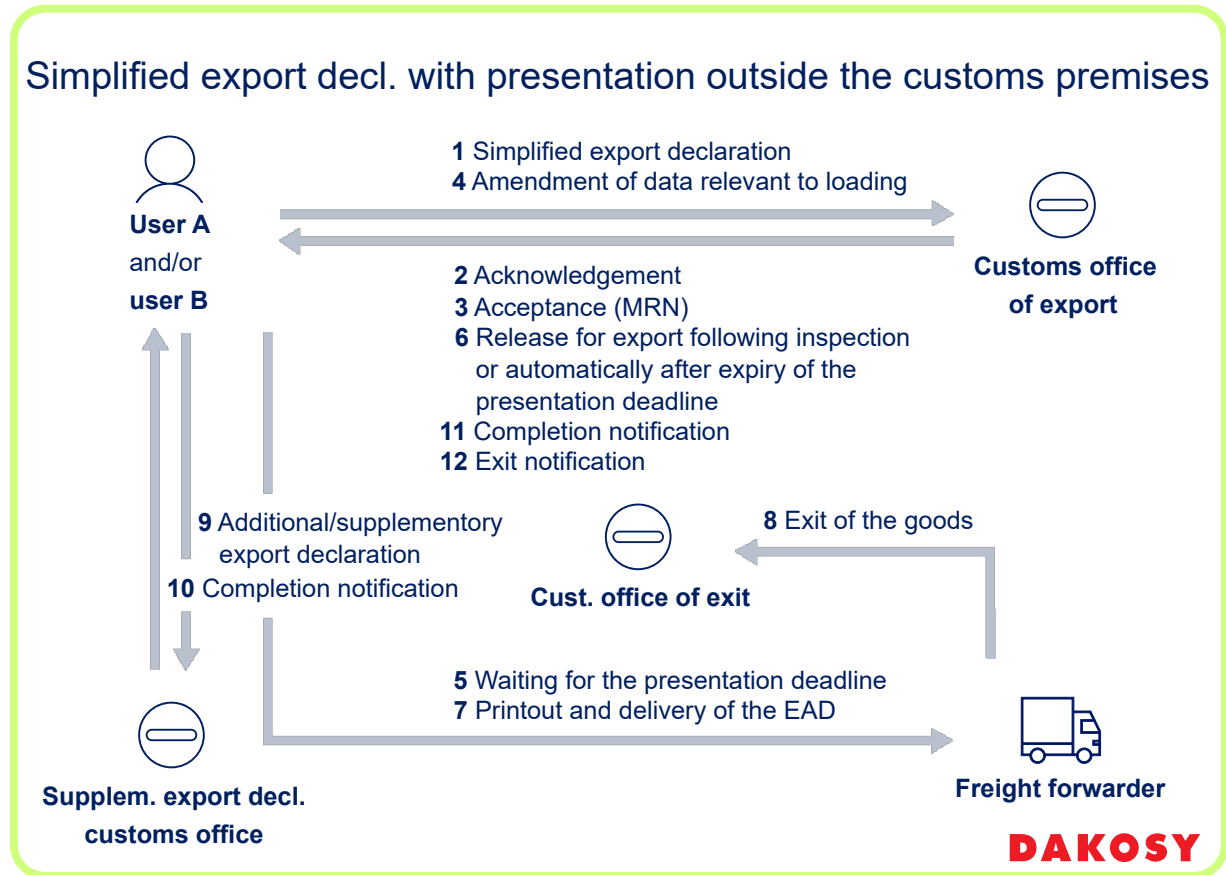


Figure 7: Simplified export declaration with presentation outside the customs premises

1. User "A" creates a simplified export declaration with a request for presentation outside the customs premises and sends it to the customs office of export. A presentation period must also be specified, whereby the application must be reported to the customs office of export at least two hours before the of business on the day before the presentation.
2. User "A" receives an acknowledgement from the customs office of export.
3. User "A" receives an acceptance with an MRN from the customs office of export.
4. User "A" can send an amendment of loading-relevant data to the export declaration.
5. User 'A' must wait for the presentation deadline to expire.
6. After an inspection by customs or after the presentation deadline has expired, user "A" automatically receives the release of goods.
7. User "A" prints out the export accompanying document (EAD) and hands it over to the freight forwarder with the goods.
8. The freight forwarder takes the documents and the goods to the customs office of exit.
9. No later than 30 days after creating the simplified export declaration, user "B" creates a supplementary/replacement export declaration with the missing information and documents and sends it to the supplementary export declaration customs office (EAM customs office).
10. User "B" automatically receives a completion message from the supplementary export declaration customs office.
11. After the exit of the goods, user "A" automatically receives a clearance message from the customs office of export.
12. User "A" receives an exit notification (AVM) from the customs office of export.



Tip: In the period between acknowledgement and acceptance, the export declaration can be identified via the unique LRN (Local Reference Number).

Depending on the respective mode of operation, user "A" and user "B" can also be the same user. The supplementary export declaration customs office must match in the simplified export declaration and in the supplementary/replacement export declaration.

2 Create EXD - Export (Germany)

This chapter describes how to create an export declaration for Germany. Whether it is a simplified or a standard export declaration is determined via the field **Export-Declaration-Type**.




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 new 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 **EXD - Export 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: EXD, RefNo/LRN: [Reference number]** opens.
8. With the value that you select in the **Export-Declaration-Type** field, you determine which type of export declaration you create.



Important: With the import of AES 3.0, the code list for the field **Export-Declaration-Type** has changed. You will find the most commonly used declaration types in the following list. A complete list can be found in chapter 24 of [ATLAS-Teilnehmerinformation 0306/22 von der Homepage des Zolls](#). A description of the system can be found in chapter [Type of export declaration](#).

Code new (Code old)	Description new (Description old)
0000100 (AM/a)	Standard export declaration for the 2-stage standard procedure [Art. 163 UCC] (Export Declaration Complete for the 2-stage standard procedure [Art. 163 UCC])
0000110 (AM/b)	Simplified export declaration for the 2-stage standard procedure [Art. 166, para. 1 UCC] (Incomplete export declaration for the 2-stage standard procedure [Art. 166, para. 1 UCC])

Code new (Code old)	Description new (Description old)
0000200 (AM/c)	Standard export declaration for the 2-stage standard procedure with application for presentation outside the customs premises in accordance with Section 12 (4) of the Foreign Trade and Payments Ordinance [Art. 163 UCC]. (Complete export declaration for the 2-stage standard procedure with application for presentation outside the customs premises in accordance with Section 12 (4) Foreign Trade and Payments Ordinance [Art. 163 UCC])
0000210 (AM/d)	Simplified export declaration for the 2-stage standard procedure with application for presentation outside the customs premises in accordance with Section 12 (4) Foreign Trade and Payments Ordinance [Art. 166 (1) UCC]. (Incomplete export declaration for the 2-stage standard procedure with request for presentation outside the customs premises in accordance with Section 12 (4) Foreign Trade and Payments Ordinance [Art. 166 (1) UCC])
0000901 (AM/g)	Standard export declaration for the 1-stage procedure for goods with a value of up to EUR 3,000 [Art. 221, para. 2 UCC-IA]. (Export Declaration Complete for the 1-stage procedure for low-value goods [Art. 221, para. 2 UCC-IA])
0001300 (AM/e)	Standard export declaration for the two-stage simplified procedure using an SDE export authorization [Art. 166, para. 2 UCC] (Complete export declaration for the two-stage procedure ZA [Art. 166, para. 2 UCC])
0001310 (AM/f)	Simplified export declaration for the two-stage simplified procedure using an SDE export authorization [Art. 166, para. 1 and 2 UCC] (Incomplete export declaration (simplified customs declaration with formal authorization) for the two-stage procedure SDE export [Art. 166, para. 1 and 2 UCC])

9. 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: Depending on the declaration type, different fields must be filled in.


Field	Description
Total Gross Weight	If you activate the Calculate from Items check box, the Total Gross Weight field is blocked for input. The total gross mass for all goods items in kilograms is displayed. If you deactivate the Calculate from Items check box you can fill the Total Gross Weight field manually.
Inland Cust. Of.	Customs office of export responsible for the declaration. In the simplified procedure (ZA), the office number of the customs office named in the authorization must be entered.
Gateway Cust. Of.	Customs office of exit at the time of release of goods.

Field	Description
Completeive Cust. Of.	Customs office responsible for the supplementary/replacement export declaration. The responsibility depends on the address of the declarant. The office number of the supplementary export customs office should correspond to the customs office designated as the supplementary export customs office in the simplified export declaration.
Decl. Time	Time at which the export document was created. The time is displayed by the system, you can change the value.
Departure Country	Country from which the goods are exported. If the country of export is the same for all positions, fill in the field at head level. If the country of export is different for the goods positions, fill in the field for each position.
Destination country	Country to which the goods are expected to be exported at the time of release of goods.
Declaration Type	Definition of the customs status of the goods. Select the type of export. <ul style="list-style-type: none"> • CO: Trade of Union goods between customs territories not covered by regulations 2006/112/EC or 2008/118/EC. • EX: Export or re-export of goods outside the customs territory of the Union
Export-Declaration-Type	Select the type of declaration for the export procedure, for example 0000100 (standard procedure) or 00001300 (authorized exporter).
Security	You use the mark to log in a mandatory declaration as to whether the export declaration contains all security-relevant data: <ul style="list-style-type: none"> • 0: Export declaration without pre-arrival declaration (ASumA) (does not contain the security-relevant data) • 2 Combined pre-arrival declaration (ASumA) and export declaration (contains security-relevant data)
Begin Presentation to Customs Period	Start of the presentation deadline for an application for presentation outside the customs premises in accordance with Section 12 (4) of the Foreign Trade and Payments Ordinance. The start of the presentation deadline can be changed by the customs office.
End Presentation to Customs Period	End of the presentation deadline for an application for presentation outside the customs premises in accordance with Section 12 (4) of the Foreign Trade and Payments Ordinance. The end of the presentation deadline can be changed by the customs office.
Participants Relation	The participant relation represents the relationships between foreign trade exporter, consignor, carrier and supply chain participants in the various possibilities of representative and subcontractor relationships. The values 0001 and 0101 are not permitted if 00001300 or 00001310 (simplified procedure ZA) is specified as the type of export declaration.

Field	Description
Exporter	<p>Address of the (customs) exporter of the commodity. If the Participants Relation field contains a value with a 1 in the 2nd digit (exporter can be represented indirectly, example 0101), fill in the field.</p> <p>As a rule, the exporter under customs law and the exporter under foreign trade law are identical. If this is not the case, select a value with a 1 in the 1st digit in the Participants Relation field and fill in the Exporter and Contractual Partner fields.</p>
Contractual Partner	<p>Address of the exporter of the commodity under foreign trade law. If in the Participants Relation field contains a value with a 1 in the first digit (exporter under foreign trade law is not exporter under customs law, example 1100), fill in the field.</p> <p>As a rule, the exporter under customs law and the exporter under foreign trade law are identical. If this is not the case, select a value in the Participants Relation field, select a value with a 1 in the 1st digit and fill in the Exporter and Contractual Partner fields.</p>
Consignee	<p>Address of the consignee of the goods. If the consignee is the same for all positions, fill in the field at head level. If the consignee is different for the goods positions, fill in the field per position.</p>
Declarant	<p>Address of the declarant of the export document. The declarant is the company that logs in the goods electronically at the competent customs office. He is responsible for the accuracy of the data. The declarant can also be represented.</p>
Agent of Declarant	<p>Address of the direct representative of the declarant, for example for the participant relation 0010.</p>
Subcontractor	<p>Address of the declarant's subcontractor specified in the export declaration. If the Participants Relation field contains a value with a 1 in the 4th digit (exporter commissions subcontractor, example 0111), fill in the field.</p>
Type of Business	<p>Enter the nature of transaction according to the business contract. You can find valid values using the search function. If the nature of transaction is the same for all goods items, fill in the field at head level. If the nature of transaction is different for the goods positions, fill in the field for each position.</p>
Delivery Terms	<p>Type of terms of delivery according to Inco term. The value XXX means that the conditions contained in the contract must be specified exactly. If the terms of delivery are the same for all goods items, fill in the field at head level. If the terms of delivery are different for all goods positions, fill in the field per position.</p>
Inland transport mode	<p>Mode of transport of the means of transport in Germany</p>

 **Important:**

- A contact must be specified in an export declaration. If contacts have been stored, these are automatically transferred.
 - To select a contact, right-click in an address field and select a contact under the menu entry **Contact**. You can find instructions on storing a contact in the chapter [Creating a contact](#) on page 46.
 - To enter a contact, right-click in an address field and select the menu entry **Maintain one-time-customer**. The window **Create a one-time customer** opens. Enter the contact and click on the button **OK**.

 **Tip:**

- You can find examples explaining the participant relation in the chapter .
- To enter a new address, right-click in the field **Postal address**. Select the entry **Maintain one-time-customer** from the context menu. You can find instructions in the chapter [Creating one-time-customers and print addresses](#).
- You can have the export accompanying document (EAD) or the exit notification (AVM) sent automatically to a customer specified in the address fields. You can find a description of the function in the chapter [Send EAD or exit notification automatically to a customer](#).

10. To enter addresses in the fields **Carrier** and **Consignor**, click on the tab **Addresses**.


Field	Description
Carrier	Address of the carrier of the commodity. The carrier is the person who brings the commodities across the border of the customs territory of the Union or is responsible for the movement across the border of the customs territory of the Union. If the carrier does not match the Declarant field must be filled.
Consignor	Address of the consignor of the goods. The consignor is the party dispatching the goods in accordance with the contract of carriage. The field must be completed in the following cases: <ul style="list-style-type: none"> • In the Security field (General tab), the value 2 has been entered. • The consignor is not the same as one of the other participants. • The consignor is known to the technical creator of the export declaration.

11. To store special circumstances, additional information or other references, click on the tab **Further Details**. Fill in at least the mandatory fields. 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
Specific Circumstance	Selection of special circumstances mark, for example A20 for postal and express items.
Payment Method	Selection of the code for the method of payment of the transportation costs, for example B for credit card payment. You can find valid values using the search function.
Reference number UCR	Unique identification of the consignment, for example the reference number or the UCR (Unique Consignment Reference Number). If the reference number is the same for all positions, fill in the field at head level.

Field	Description
External Registration Number	Customs reference number of a system at the exit for the shipment, for example an air waybill or port system number. If the reference number is the same for all positions, fill in the field at head level. If the reference number for the goods positions is different, fill in the field per position.
Outgoing Date	Date of physical exit of the commodities from the customs territory of the Community. Only fill in the field if one of the following values has been entered for the Export-Declaration-Type field: 10#0#### , 11000000 , 12000000 or 13000000 .
Relevant Date	Enter the effective date for the subsequent export declaration. The date entered replaces the date of acknowledgement as the effective date for a subsequent export declaration and is used as the basis for all relevant checks. Only fill in the Export-Declaration-Type field if a value with a 1 in the 1st digit or the value 20000000 has been entered.
Actual Customs-Office Of Exit	Customs office that was the actual customs office of exit for the referenced export transaction. Only fill in the field if one of the following values has been entered for the Export-Declaration-Type field: 10#0#### , 11000000 , 12000000 or 13000000 .
Presentation cust. office	Customs office at which the presentation is to be carried out.
Invoice Price	Total price shown on the invoice.
Currency	ISO code of the currency
Equals AH stat.	If you want to transfer the values from the Value and Currency fields to the Invoice Price and Currency fields, activate the check box. If the check box is activated, the Invoice Price and Currency fields are locked for input.
Value	The statistical value is the value of the goods at the German border (border crossing value). The statistical value depends on the Incoterm.
Currency	ISO code of the currency
Equals Invoice Price	If you want to transfer the values from the Invoice Price and Currency fields to the Value and Currency fields, activate the check box. If the check box is activated, the Value and Currency fields are locked for input.
Calculate from Items	If you activate the check box, the Value field is locked for input. The value is automatically calculated as the sum of the Value field for all items. The requirement for the calculation is that the Currency field is filled for all items. If you disable the Calculate from Items check box, you can fill the Value field manually.
Exchange-Rate	Exchange rate for the selected currency
Date	Date for exchange rate
Converted Amount	Display of the value from the Value field calculated in euros.

Field	Description
Reduction	Depending on the terms of delivery and based on the commercial invoice, for example, transportation costs from the EU external border to the office of destination are deducted.
Reduction [€]	Display of the value from the Reduction field calculated into euros.
Extra Charge	Depending on the terms of delivery and based on the commercial invoice, for example, transportation costs are added up to the EU external border.
Extra Charge [€]	Display of the value from the Reduction field calculated in euros.
Calculated Amount	Value of the goods declared at the German border. The calculated amount is automatically calculated from the values in the fields Converted Amount , Reduction [€] and Extra Charge [€] and transmitted to ATLAS.
Calculation key	To split the calculated amount between individual positions, select a distribution key.
Email EAD	Recipient email address to which the export accompanying document (EAD) is sent. To be able to send the EAD, the Send email incl. EAD document to email addresses specified in customs declaration action must be stored in the event handling of the company or organization unit. You can enter several email addresses separated by commas (up to 4096 characters).
Email exit notification	Recipient email address to which the exit notification is sent. To be able to send the exit notification, the Send email incl. exit notification document to email addresses specified in customs declaration action must be stored in the event handling of the company or organization unit. You can enter several email addresses separated by commas (up to 4096 characters).

 **Tip:** If you want the export accompanying document (EAD) or the exit notification (AVM) to be sent automatically to an email address, enter the relevant email address in the field **Email EAD** or **Email exit notification**. You can find a description of the function in the chapter [Send EAD or exit notification automatically to an email address](#). You can enter several email addresses separated by commas (up to 4096 characters).

- a) To enter additional information or additional references, click in the table **Additional Information** or **Other References** on the icon **+**. The window **Additional Information** or **Other Reference** opens.
- b) Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).

Field	Description
Additional Information	Code for additional information. Additional information can include a comment made or the existence of a special fact. You can find valid values using the search function. For a general note, select the value X0000 .
Text	Free text field. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Type/Qualifier	Type of transport document, document, reference or previous document. You can find valid values using the search function.
Reference	Classification characteristic of the transport document, the document, the reference or the previous document

c) To enter another data record, click on the button **Add**.

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

12. To store the place of loading and authorizations, click on the tab **Location of goods / authorizations**. Fill in at least the mandatory fields. 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
Type of location	Type of location. Select the value depending on the value in the Qualifier of identification field: <ul style="list-style-type: none"> • A - Specific location (Qualifier of identification = V) • B - Approved location (Qualifier of identification = Y) • D - Different place (Qualifier of identification = U, W or Z)
Qualifier of identification	Type of identification of the location of goods. Possible values are: <ul style="list-style-type: none"> • U - UN/LOCODE • V - Customs office • W - GNSS-coordinates • Y - Customs Authorization • Z - Address <p>If a value #####1## or #####9## is entered for the Export-Declaration-Type field the value V - Customs office must be selected. If for the Export-Declaration-Type field a value #####3## or #####4## has been entered, the value V - Customs office must be selected.</p>
Authorization Number	Number of an authorization for a simplified procedure that is not itself used, but is only used to designate a deposited place of loading.
Additional identifier	Place of loading and packing within an authorization. The field may only be filled in if the Qualifier of identification field has the value Y .
UN/LOCODE	UN/LOCODE of the location. You can find valid values using the search function. The field may only be filled if the value U has been entered in the Qualifier of identification field.

Field	Description
Latitude	Geographical latitude as degrees in decimal representation. The field may only be filled if the value W has been entered in the Qualifier of identification field. Enter decimal degrees as decimal places (5 or 7 digits), not in minutes and seconds. Enter coordinates in northern latitude without or with a positive sign (+) and coordinates in southern latitude with a negative sign (-). The format of a latitude is: +01.23456 or +01.2345678
Longitude	Geographical longitude as degrees in decimal representation. The field may only be filled if the value W has been entered in the Qualifier of identification field. Enter decimal degrees as decimal places (5 or 7 digits), not in minutes and seconds. Enter coordinates in eastern longitude without or with a positive sign (+) and coordinates in western longitude with a negative sign (-). The format of a longitude is: +01.23456 or +01.2345678
Place of Loading Address	Address of the place where the goods are loaded and, if required, loaders are attached.
Addendum	Additional details of the place of loading, for example Hall 2 or Gate 3.
Name	Name of the contact
Phone Number	Telephone number of the contact
Email	Email address of the user/contact
Holder	Address of the holder of the outward processing authorization. If the holder of the authorization is the same for all positions, fill in the field at head level. If the holder of authorization is different for the goods positions, fill in the field for each position.
EORI	TIN/EORI of the holder of the outward processing authorization
Reference-Number	Authorization number for outward processing. The format of an OPO-PV authorization number is DEOPO1234PV123456 (Germany) or XXOPO12345678901234567890123456789 (other member states).
Simplified Procedure	Address of the holder of the authorization for the simplified procedure
EORI	TIN/EORI of the holder of the authorization for the simplified procedure
Reference-Number	Authorization number for the simplified procedure. The format of an authorization number is as follows: <ul style="list-style-type: none"> • SDE export (Germany): DESDE1234ZA123456 • SDE-PV (Germany): DESDE1234A7123456 • XXSDE12345678901234567890123456789 (other member states)
Centralised Clearance	Address of the holder of the authorization for central customs clearance
EORI	TIN/EORI of the holder of the authorization for centralized customs clearance

Field	Description
Reference-Number	Authorization number for centralized customs clearance. The format of an authorization number CCL-Export or CCL-PV is DECCL1234Z1123456 (Germany) or XXCCL12345678901234567890123456789 (other member states).
Local clearance in the declarant's records	Address of the holder of the authorization entry into the records of the declarant
EORI	TIN/EORI of the authorization holder entry into the records of the declarant
Reference-Number	Authorization number for entry into the records of the declarant. The format of an EIR export authorization number is DEEIR1234AA123456 (Germany) or XXEIR12345678901234567890123456789 (other member states).

13. To store supply chain participants, means of transport departure or the itinerary, click on the tab **Transport Information**. Proceed as follows:
 - a) In the corresponding table, click **Supply Chain Actors**, **Departure Transport Means** or **Country Of Routing** on the icon **+**.
The window **Supply Chain Actor**, **Edit Transport Means** or **Edit Country Of Routing** opens.
 - b) Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Function	Role of the economic operator. You can find valid values using the search function.
TIN	EORI or TCUI number of the economic operator
Type of Identification	Type of identification of the means of transport, for example IATA flight number or license plate. You can find valid values using the search function.
Identifier	License plate or number of the means of transport
Nationality (Fenster Edit Transport Means)	Nationality of the means of transport. You can find valid values using the search function.
Nationality (Fenster Edit Country Of Routing)	Country code for the itinerary. You can find valid values using the search function. For the itinerary, enter the codes of the countries through which the commodities pass between the country of export and the country of destination. Note the sequence of the countries. Also enter the countries in which transshipments take place.


 **Tip:** The values from the fields **Departure Country** and **Destination country** (tab **General**) are transferred to the itinerary as follows:

- If the itinerary is empty and the field **Departure Country** is filled, the value is transferred to the itinerary as the first country. If the itinerary is not empty, the value from the field **Departure Country** is not transferred.
- If the itinerary does not contain an entry or contains an entry and the field **Destination country** is filled, the value is transferred to the itinerary.

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.


14. To enter transport equipment, click on the tab **Transport Equipments**.

 **Important:** If you have selected the value **Yes** in the **Transport in Container** field on the **General** tab, you must create at least one piece of transport equipment.


15. Click on the button . Fill in at least the mandatory fields. 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
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Container Number	Number of the container in which the goods are transported.
Number of seals	Number of seals applied

16. To assign a position to the transport equipment, proceed as follows:


- a) In the table, click on the **Positions** on the icon . The window **Add Items** opens.
- b) Select the position that is packed in the container.
 - 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 **Add Items**.


17. To store previous documents, documents or transport documents, click on the tab **Documents**. Proceed as follows:

- a) In the corresponding table, click **Preceding Papers, documents** or **Transport-Documents** on the icon . The window **Edit preceding paper, document** or **Transport-Documents** opens.
- b) Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).


Field	Description
Type/Qualifier	Type of transport document, document, reference or previous document. You can find valid values using the search function.
Reference	Classification characteristic of the transport document, the document, the reference or the previous document
Number	Line or item number in the document
Issuing Authority	Authority that issued the document
Date of Issue	Date on which the document was issued. The issue date has the format: YYYY-MM-DD
End of Validity	Date of last validity of the document

- c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
- 18.** To enter data for outward processing, click on the tab **Outward Processing**. Proceed as follows:
- a) In the corresponding table, click **Countries of Reimport**, **Means of Identification** or **Products** on the icon . The window **Country**, **Means of Identification** or **Product** opens.
 - b) Fill in at least the mandatory fields. 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:** Only enter the data if the field has a value with a **Export-Declaration-Type** a value with a 1 in the 3rd digit (outward processing under customs law) has been selected.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Code	Country code. You can find valid values using the search function.
Code	Type of means of identification used
Text	Textual description of the means of identification used. 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. The field must be filled if the Code field contains the value S - Others .
Goods-Number	8-digit commodity code of the combined nomenclature (CN8)

Field	Description
Description	<p>Textual description of the goods: Enter a text or a # followed by 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 Open text dialog entry from the context menu.</p> <p>The description must contain such detailed information that the goods can be found in the list of goods for foreign trade statistics.</p>

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.
- 19. Click on the tab **Goods Items**.
The overview of all positions for this dossier is displayed.
- 20. Click on the icon .
A new position is created.
- 21. Fill in at least the mandatory fields of the position. 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.

 **Tip:** You can create an article from the field **Article Code**. You can find instructions in the chapter *Creating an article (fast entry)* on page 49.

Field	Description
KN8	Customs tariff number according to the list of goods for foreign trade. It corresponds to the first 8 digits of the TARIC-KN8 code. The electronic customs tariff can be accessed via the magnifying glass icon.
CUS Number	CUS number of a chemical substance. The CUS number is used to identify the chemical substance in the ECICS (European Customs Inventory of Chemical Substances).
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Supplement	The supplement code depends on the commodity code. Supplementary codes can be trade policy or customs measures that are dependent on the ECT.
Description	Description of the goods. The description must contain the information required to identify the goods. In the case of cars, the chassis number must also be stated. For chemicals, it is advisable to state the CUS number.
Net Weight	Net weight (weight of the goods without packaging) of the goods item in kilograms
Gross Weight	Gross weight (weight of the goods including packaging) of the goods item in kilograms
Quantity in supplementary unit	Numerical value for the supplementary units specified in the ECT

Field	Description
1st Package: Pieces	Number of packages of this customs tariff number. Enter the value 0 for a supplementary packing item. A supplementary packing position may not be acquired as the 1st position.
Type	Code of the packaging type. You can find valid values using the search function.
sign	Marking on the package
Package Reference	For enclosure: Reference to the main packing item. If the sign field contains the same marking as in the main packing item, the field is automatically filled with the item number of the main packing item and the enclosure is assigned to the main packing item.
requested procedure	Requested customs regulation
previous procedure	Previous customs regulation of the position, for example 00 - kein vorangegangenes Verfahren .
Additional procedure	Additional customs regulation. If the values entered in the requested procedure and previous procedure fields need to be supplemented, fill in the field.
Original Value	Display of the value that was transferred from the Value field to the dossier via the interface.
Original Currency	Display of the ISO code of the currency that was transferred from the Currency field to the dossier via the interface.
Value	The statistical value is the value of the goods at the German border (border crossing value). The statistical value depends on the Inco term.
Value [Eur]	Display of the value from the Value field calculated into euros.
Type of Business	Enter the nature of transaction according to the business contract. You can find valid values using the search function. If the nature of transaction is different for the goods positions, fill in the field for each position. Leave the field at head level empty.
Change in AH stat. value on distribution	If the cost distribution was carried out using reduction or extra charge, the corresponding reduction or extra charge is displayed.
Departure Country	Country from which the goods are exported. If the country of export is the same for all positions, fill in the field at head level. If the country of export is different for the goods positions, fill in the field per position.
country of origin	Country code of the country of origin of the goods. You can find valid values using the search function.
region	Federal state in which the goods were produced. If the goods were produced abroad, select the value 99 .
Reference number UCR	Unique identification of the consignment, for example the reference number or the UCR (Unique Consignment Reference Number). If the reference number is the same for all positions, fill in the field at head level. If the reference number for the goods positions is different, fill in the field for each position.

Field	Description
External Registration Number	Customs reference number of a system at the exit for the shipment, for example an air waybill or port system number. If the reference number is the same for all positions, fill in the field at head level. If the reference number for the goods positions is different, fill in the field per position.



Tip:

- If the goods contain milk, flour or sugar, the duty rate depends on the recipe of the product. You can have the supplement calculated for these goods. You can find instructions in the chapter [Calculating the supplement](#).
- You can find instructions for entering enclosures in the chapter [Enter enclosure](#) on page 29.

22. To enter the payment method at item level or data on outward processing, supply chain participants or dangerous goods, click on the tab **Item Details/Further Details**. Fill in at least the mandatory fields. 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
Payment Method	Selection of the code for the method of payment of the transportation costs, for example B for credit card payment. You can find valid values using the search function.
Replacement	Is a standard exchange or a replacement of goods in the frame of outward processing requested?
Date of Reimport	Last possible date for the re-importation of the compensating products
Consignee	Address of the consignee of the goods. If the consignee is the same for all positions, fill the field at head level. If the consignee is different for the goods positions, fill in the field for each position.
Consignor	Address of the consignor of the goods. The consignor is the party who dispatches the goods in accordance with the contract of carriage. If the consignor is different for the goods positions, fill in the field for each position.
Holder	Address of the holder of the outward processing authorization. If the holder of the authorization is the same for all positions, fill in the field at head level. If the holder of authorization is different for the goods positions, fill in the field for each position.
Temporary Use	Address of the holder of the authorization of temporary admission.
DE: Inward processing (suspensive arrangement)	Address of the holder of the authorization for inward processing
Binding Tariff Information	Address of the holder of the authorization for binding tariff information
Binding Origin Information	Address of the holder of the authorization for binding origin information

- a) To enter supply chain participants at item level or dangerous goods, click in the corresponding table **Supply Chain Actors** or **dangerous goods** on the icon **+**. The window **Supply Chain Actor** or **dangerous goods** opens.

- b) Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Function	Role of the economic operator. You can find valid values using the search function.
TIN	EORI or TCUI number of the economic operator
UN-No.	IMDG class of the dangerous goods

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.

23. To enter additional information or other references at item level, click on the tab **Item Details/Additional details**. Proceed as follows:

- a) In the corresponding table, click **Additional Information** or **Other References** on the icon **+**. The window **Additional information** or **Other Reference** opens.
- b) Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Additional Information	Code for additional information. Additional information can include a comment made or the existence of a special fact. You can find valid values using the search function. For a general note, select the value X0000 .
Text	Free text field. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Type/Qualifier	Type of transport document, document, reference or previous document. You can find valid values using the search function.
Reference	Classification characteristic of the transport document, the document, the reference or the previous document
Detail	Details of the document or reference
Currency	ISO code of the currency
Amount	Value of goods for the reference or document. Enter the amount rounded to the nearest euro in accordance with commercial practice.

- c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
- 24.** To enter documents or previous documents at item level, click on the tab **Item Details/Documents/Preceding Papers**. Proceed as follows:
- a) In the corresponding table, click **Preceding Papers** or **documents** on the icon **+**. The window **Edit preceding paper** or **Edit a Document** opens.
 - b) Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type/Qualifier	Type of transport document, document, reference or previous document. You can find valid values using the search function.
Reference	Classification characteristic of the transport document, the document, the reference or the previous document
Additional remark	Additional information on the previous document
Position Number	Consecutive number of the referenced goods item
Quantity	Quantity of goods to be transferred from the previous procedure
Unit	Key for the unit of measurement for the quantity
Document-Line-Item-Number	Reference to a numbered entry in the document that can be submitted
Additional	Additional information on the document to be submitted
Detail	Details of the document or reference
Issuing Authority	Authority that issued the document
Date of Issue	Date on which the document was issued
End of Validity	Date of last validity of the document
Quantity	Quantity of goods of the share of the goods item authorized by the specified document or quantity of goods to be depreciated on the authorization for export/export license.
complementary units	BAFA unit of measurement for the quantity of goods and, if applicable, depreciation quantity
Amount	Value of goods for the reference or document. Enter the amount rounded to the nearest euro in accordance with commercial practice.
Amount unit	Currency of the export value

- c) To enter another data record, click on the button **Add**.

- d) To save the data, click on the button **OK**.
- 25. To enter additional packages for the goods item, click on the tab **Item Details/Packages**. Proceed as follows:
 - a) In the table, click on the icon **+**.
The window **Edit customs package** opens.
 - b) Fill in at least the mandatory fields. 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
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type	Code of the packaging type. You can find valid values using the search function.
Pieces	Number of packages of the item
sign	Marking on the package
Package Reference	For enclosure: Reference to the main packing item. If the sign field contains the same marking as in the main packing item, the field is automatically filled with the item number of the main packing item and the enclosure is assigned to the main packing item.

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.
- 26. To enter warehouse completions or IP, click on the tab **Item Details/Transitions**. You have several options.
 - You can find instructions on entering customs warehouse termination shares in the chapter [Entering warehouse completions](#) on page 52.
 - You can find instructions on entering AV completions in the chapter [Enter AV completions](#) on page 51.
- 27. To enter additional references, open the tab **References** and click on the icon **+**.
- 28. To save the customs declaration, click in the area **...** **Actions** on the entry **Save**. The customs declaration is displayed in the overview **Customs declarations**.
- 29. To send the customs declaration, click in the area **...** **Actions** on the entry **Send**.
- 30. Close the customs declaration.
- 31. 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 54.
- If you have received the status for your customs declaration **Intervention** for your customs declaration, open the customs declaration and click on the tab **Messages & Status**. In the upper table, right-click on the status and select the entry **Details**. Click on the tab **Mean of control**. To display further information, click on the control measure.

i Tip:

- The view does not refresh itself. To update the view, click on the icon .
- You can only trigger the action **Sending customs Exit of Export** if the message **Export follow up** (E_EXP_FUP) has been received.

- If it is a standard customs declaration for the 2-stage standard procedure and the customs declaration is free of errors, customs sends an acknowledgement with an LRN. The status of the customs declaration changes to **Accepted**. After the presentation of the goods, Customs sends an acceptance with an MRN. The status of the customs declaration changes to **Accepted**.

i Tip: To print the LRN, print the docket. You can find instructions in the chapter [Export: Laufzettel drucken](#).

- If it is a standard customs declarations for the 2-step standard procedure with a request for presentation outside the customs premises and the customs declaration is free of errors, the customs office of export sends an acceptance with an MRN. The status of the customs declaration changes to **Accepted**. After the presentation deadline has expired or after an inspection by customs, the status changes to **Release**. The *Export accompanying document* sent by customs can be printed. Instructions can be found in the chapter [Print or email a document](#) on page 57.
- If it is a standard customs declaration for the two-stage procedure and the customs declaration is error-free, the customs office of export sends a release of goods with an MRN. The status of the customs declaration changes to **Release**. The *Export accompanying document* sent by customs can be printed. Instructions can be found in the chapter [Print or email a document](#) on page 57.
- If it is a standard customs declarations for the 1-stage procedure for low value and the customs declaration is error-free, the customs office of exit sends an acknowledgement with an LRN. The status of the customs declaration changes to **Accepted**.
- Finally, a supplementary/replacement export declaration must be created for a simplified import declaration.

i Tip: You can create flexible print documents based on the customs declaration, for example an A.TR. or a EUR.1 movement certificate. You can find instructions on how to create a flexible print document in the chapter [Creating a flexible print document from a customs declaration](#) on page 55.

2.1 Enter enclosure

This chapter describes how to enter enclosure for a customs declaration in the export customs procedure. Enclosure must always refer to a main package item that was entered before the enclosure.


You have opened an export customs declaration for which enclosure is to be entered.

! Important: First fill in the **Total Gross Weight** field on the **General** tab. If the field is not filled, you cannot enter an enclosure.


1. Click on the **Goods Items** tab.
The overview of all items for this dossier is displayed.
2. Since an enclosure item must always refer to a main package item, you have already entered at least one item for which the fields on the **General** tab are filled as follows:

Field	Description
Net Weight	Net weight of the main package item
Gross Weight	Total gross weight of the package(s), including the enclosure
1st Package: Pieces	Number of package(s). The value must be greater than 0.

Field	Description
Type	Code of the packaging type. The value NE must not be selected. If it is a vehicle, select the value VN .
sign	Marking of the package(s)

- To add an enclosure item, click on the icon . A new item is created.
- Fill in at least the mandatory fields of the enclosure item. Not all of the fields described are mandatory. Mandatory fields are indicated by the validation messages and may change depending on your entries.

Field	Description
Net Weight	Net weight of the enclosure item
Gross Weight	The value must be 0.
1st Package: Pieces	The value must be 0.
Type	Identical packaging type as in the main package item. The value NE must not be selected.
sign	Identical marking as in the main package item.
Package Reference	If in the sign field has the same marking as in the main package item, the field is automatically filled and the enclosure is assigned to the main package item.

- Add further positions if required.
- In the area **Actions** click on the entry  **Save**.

3 EXEE - Creating a supplementary export declaration

This chapter describes how to create a supplementary export 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 new 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 **EXEE - Export Supplementary 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: EXEE, RefNo/LRN: [Reference number]** tab 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.




Tip: Which fields you have to enter depends on the data entered in the incomplete export declaration.

Field	Description
MRN	Response from the ATLAS system: MRN of the incomplete export declaration
Compleitive Cust. Of.	Customs office responsible for the supplementary/replacement export declaration. The responsibility depends on the address of the declarant. The office number of the supplementary export customs office should correspond to the customs office designated as the supplementary export customs office in the simplified export declaration.
Declarant	Declarant of the goods: Person who submits a customs declaration in his own name or in whose name a customs declaration is submitted (direct representation).



9. To record transport equipment, click on the tab **Transport Equipments**.




Important: If you click **Transport in Container** on the tab **General** and you have selected the value **Yes** you must create at least one piece of transport equipment.


10. Click on the button . Fill in at least the mandatory fields. 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
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Container Number	Number of the container in which the goods are transported.
Number of seals	Number of seals applied

11. To assign a position to the transport equipment, proceed as follows:
- In the table, click on the **Positions** on the icon . The window **Add Items** opens.
 - Select the position that is packed in the container.
 - 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.
 - Click on the button **Add Items**.
12. To store previous documents, click on the tab **Preceding Papers**. Proceed as follows:
- In the table, click **Preceding Papers** on the icon . The window **Edit preceding paper** opens.
 - Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type/Qualifier	Type of transport document, document, reference or previous document. You can find valid values using the search function.
Reference	Classification characteristic of the transport document, the document, the reference or the previous document

- To record another previous document, click on the button **Add**.
 - To save the previous document, click on the button **OK**.
13. Click on the tab **Goods Items**. The overview of all positions of this dossier is displayed.
14. Click on the icon . A new position is created.
15. Fill in at least the mandatory fields of the position. 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.

 **Tip:** You can create an article from the field **Article Code**. You can find instructions in the chapter *Creating an article (fast entry)* on page 49.

Field	Description
PosNo EXDI	Item number of the simplified export declaration
country of origin	Country code of the country of origin of the goods. You can find valid values using the search function.
region	Federal state in which the goods were produced. If the goods were produced abroad, select the value 99 .
Type of Business	Enter the nature of transaction according to the business contract. You can find valid values using the search function. If the nature of transaction is different for the goods positions, fill in the field for each position. Leave the field at head level empty.
Value	The statistical value is the value of the goods at the German border (border crossing value). The statistical value depends on the Inco term.
Quantity in supplementary unit	Numerical value for the supplementary units specified in the ECT
1st Prec. Paper: Type/Qualifier	Type of transport document, document, reference or previous document. You can find valid values using the search function.
1st Prec. Paper: Reference	Classification characteristic of the previous document
Additional remark	Additional information on the previous document

16. To enter further previous documents for the goods item, click on the tab **Item Details/Preceding Papers**. Proceed as follows:


- a) In the table, click **Preceding Papers** on the icon **+**. The window **Edit preceding paper** opens.
- b) Fill in at least the mandatory fields. 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
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type/Qualifier	Type of transport document, document, reference or previous document. You can find valid values using the search function.
Reference	Classification characteristic of the previous document
Additional remark	Additional information on the previous document
Position Number	Consecutive number of the referenced goods item
Quantity	Quantity of goods to be transferred from the previous procedure

Field	Description
Unit	Key for the unit of measurement for the quantity

- c) To record a further previous document, click on the button **Add**.
- d) To save the previous document, click on the button **OK**.
- 17. To save the customs declaration, click in the area **⋮ Actions** on the entry **Save**. The customs declaration is displayed in the overview **Customs declarations**.
- 18. To send the customs declaration, click in the area **⋮ Actions** on the entry **Send**.
- 19. Close the customs declaration.
- 20. Check the customs declaration for responses. You can find further information on the status of the customs declaration on the tab **Messages & Status**.



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



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 54.



Tip: You can create flexible print documents based on the customs declaration, for example an A.TR. or a EUR.1 movement certificate. You can find instructions on creating a flexible print document in the chapter [Creating a flexible print document from a customs declaration](#) on page 55.

4 Canceling an export declaration

This chapter describes how to create an application to cancel an export declaration. If the export has already been completed, the export declaration must be canceled by the customs office. You must justify the request for cancellation.



Tip: You can also send a request for cancellation after receiving the exit confirmation.

1. Select the menu entry **Start** > ⊖ **Customs declarations**.
2. Open the export declaration to be canceled with a double-click.
3. In the area ⋮ **Actions** click on the entry ⊗ **Cancel**.
The window **Cancellation of a Declaration** opens.
4. Fill in the mandatory fields. 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
Time of Cancellation	Date and time of cancellation
Reason of Cancellation	Reason for the customs office why the customs declaration is being canceled.
Declarant, TIN/EORI	TIN/EORI of the declarant of the goods
Agent of Declarant, TIN/EORI	TIN/EORI of the representative of the declarant of the goods

5. To send the request for cancellation, click on the button **OK**.
The status of the customs declaration changes to **Cancellation request OK**.
6. Close the customs declaration.
7. Check the customs declaration for responses.



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



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 54.

If customs has accepted the request for cancellation, the status of the customs declaration changes to **Cancelled**.

5 Export Declaration emergency procedure

This chapter describes the emergency procedure for the Export Declaration customs procedure in Germany.

If there are communication problems with ATLAS or ATLAS cannot process the data sent, it may be necessary to work with the emergency procedure. To be able to use the emergency procedure, you need forms 033025 (single administrative document export/security) and 033026 (list of goods items).

DAKOSY GE creates your declaration on forms 033025 and 033026 including the emergency stamp and you can print the forms. You can find instructions on the transit of the Emergency Export Declaration in the chapter *Carrying out the export declaration emergency procedure* on page 36.

5.1 Carrying out the export declaration emergency procedure

This chapter describes how to carry out the emergency procedure for the export declaration customs procedure in Germany.

- Failure of communication with ATLAS

DAKOSY clarifies the circumstances of the failure with ATLAS and communicates the master ticket number to the customer.

- Failure of the customer system

Contact ATLAS and apply for a master ticket number.

1. Create an export declaration and fill in the fields. Alternatively, you can open an existing export declaration with a double-click.



Tip: Declarations that have already been sent and are stuck in status **Pending** can also be processed using the emergency procedure. They must be canceled if they receive further responses from ATLAS.

2. Click in the area **...** **Actions** click on the entry **print**.

The window **Print** opens.

3. Select the form **Notfalldruck** and click on the button **OK**.

The window **PrintDialog** opens.

4. In the text field **Ticket no.** enter the master ticket number of the ITZ Bund Service Desk in the text field and click on the button **OK**.



Important:

- The master ticket number is used on the forms in the emergency stamp.
- No clearance is possible without the emergency stamp.

The export declaration opens as a PDF file. In the field **ECS/AES NOTFALLVERFAHREN** the ticket number appears.

47 Abgabenberechnung	Art	Bemessungsgrundlage	Satz	Betrag	ZA	48 Zahlungsaufschub	49 Bezeichnung des Lagers
						B ANGABEN FÜR VERBUCHUNGSZWECKE	
	Summe:						
50 Hauptverpflichteter		Nr.		Unterschrift:		ECS/AES NOTFALLVERFAHREN KEINE DATEN IM SYSTEM VERFÜGBAR Begonnen am (Datum/Uhrzeit) Ticket-Nr.12226/14	
vertreten durch							
Ort und Datum:							
PRÜFUNG DUCH DIE AUSGANGSSTELLE (K)				Stempel:			
Ankunftsdatum:							
Prüfung der Verschlüsse:							
Bemerkungen:							

5. Print out the export declaration.
6. If the export declaration has already been sent and the status **Pending** has changed to **reception** or **Disposal** you must cancel the declaration. You can find instructions in the chapter [Canceling an export declaration](#) on page 35.

6 export amendment

This chapter describes the export amendment declaration message (E_EXP_AMD).

You can use the export amendment declaration message (E_EXP_AMD) to submit additional information in the normal or single stage procedure. Depending on the type of export declaration, the following fields must be available at different times:

- **Transport in Container:** At the time of acknowledgement
- **Inland transport mode** and **Border transport mode** as well as the associated fields and data groups: Depending on the type of export declaration
 - If value **#####10#** has been entered for the field **Export-Declaration-Type**: At the time of acceptance
 - If value **#####11#** has been entered for the field **Export-Declaration-Type**: At the time of receipt of the supplemental/replacement declaration
 - If value **#####20#** has been entered for the field **Export-Declaration-Type** and the application for presentation outside the customs premises was rejected by customs: At the time of acceptance
 - If value **#####21#** has been entered for the field **Export-Declaration-Type**: At the time of receipt of the supplementary/replacement declaration
 - If value **#####30#** has been entered for the field **Export-Declaration-Type**: At the time of acceptance
 - If value **#####31** has been entered for the field **Export-Declaration-Type**: At the time of receipt of the supplemental/replacement declaration
 - If value **#####31** has been entered for the field **Export-Declaration-Type**: At the time of acceptance
 - If value **#####41#** has been entered for the field **Export-Declaration-Type**: At the time of receipt of the supplemental/replacement declaration
 - If value **#####90#** has been entered for the field **Export-Declaration-Type**: At the time of acceptance

If the data for the following fields and data groups are not available at the specified times, you can subsequently report the data:

- **Inland transport mode**
- **Border transport mode**
- **Border Transport type of identification**
- **Border conveyance license no.**
- **Border conveyance nationality**
- **Departure Transport Means** (data group)
- **Transport Equipment** (data group)



Important: Subsequent reporting for the field **Transport in Container** is not possible.

The following options are available for the subsequent declaration of data with the amendment to the export amendment message (E_EXP_AMD):

- If it is a standard export declaration made at the customs office of export or in the single stage export procedure at the customs office of exit, you must report the missing data until the acceptance of the export declaration.
- If it is a standard export declaration for which the application for presentation outside the customs premises was approved in accordance with Section 12 (4) of the Foreign Trade and Payments Ordinance (AWV), you must report the missing data until the release of goods.
- If it is a simplified export declaration (**Export-Declaration-Type #####1#**), you can submit the missing data with the supplementary/replacement declaration for export (E_EXP_ENT) even after the release of goods.

6.1 Sending an amendment to the export declaration

This chapter describes how to send an export amendment message (E_EXP_AMD).

- If it is a standard export declaration made at the customs office of export or at the customs office of exit in the 1-stage export procedure, you must log in the missing data until the export declaration is accepted.
- If it is a standard export declaration for which the application for presentation outside the customs premises was approved in accordance with Section 12 (4) Foreign Trade and Payments ordinance, you must report the missing data until the release of goods.
- If it is a simplified export declaration (**Export-Declaration-Type #####1#**), you can also submit the missing data with the supplementary/replacement declaration for export (E_EXP_ENT) after the release of goods.

1. Select the menu entry **Start** > ⊖ **Customs declarations**.
2. Double-click the export declaration for which you want to send an amendment.
3. Acquire or change the data in at least one of the following fields or data groups. Observe the specifications from customs at the time of submission of the data.
 - **Inland transport mode**
 - **Border transport mode**
 - **Border Transport type of identification**
 - **Border conveyance license no.**
 - **Border conveyance nationality**
 - **Departure Transport Means** (data group)
 - **Transport Equipment** (data group)



Important: An amendment for the field **Transport in Container** is not possible.

4. To send the amendment to the export declaration, click in the area **⋮ Actions** on the entry **Send**. The window **Send Customs Declaration** opens.
5. To confirm the sending of the amendment to the export declaration, click on the button **OK**. The window **Send Customs Declaration** opens.
6. Click on the button **OK**.
7. Check the customs declaration for responses.
If the amendment is free of errors, customs will send an acceptance. The status of the customs declaration changes to **Addendum accepted**.

7 Export follow up

This chapter describes the export follow up.

The export follow up is a message from *Customs office of export* for the opening of an inquiry request. It is sent automatically if there is no exit confirmation for an export declaration 90 days after the release of goods to *Export procedure*. The export follow up contains a request to clarify the whereabouts of the goods. You can do the following within a 45-day period:

- Send a notification to the customs office of export stating the date of departure and the customs office of exit through which the goods were exported.
- Send a notification to the customs office of export stating that the goods have not yet been exported. Indicate the intended date of exit within a 150-day period.
- Apply to the customs office of export for an invalidation message (cancellation) of the dossier.
- Send a notification to the customs office of export that an alternative proof will be submitted for completion of the dossier.



Important: If you do not send a reply to the customs office of export within the 45-day period, the dossier will be automatically declared invalid by customs.

7.1 Processing an exit for export

This chapter describes how to process an exit for export. Use the function to reply to a resubmission for export from the customs office of export.

- An inquiry request has been opened by customs.
- After the release of goods, the export declaration has been assigned the status **Reminder export** received.




Tip: If the export declaration has been in status for at least 70 days **Release** you can also send the export on your own initiative. In the field **Type** select the value **4 - Exit completed, alternative proof available**.



- The message **Export follow up (E_EXP_FUP)** has arrived.
1. Select the menu entry **Start** > ⊖ **Customs declarations**.
 2. Double-click the export declaration with the status **Reminder export**.
 3. In the area ⋮ **Actions** click on the entry **Send Exit of Export**. Alternatively, you can edit an exit for export from the overview **Resubmission Export**.
 - a) Click in the area ⬆ **Overviews** on the entry ⊕ **Resubmission Export**.
 - b) Click on the export declaration for which you want to edit the exit for export.
 - c) In the area ⋮ **Actions** click on the entry **Exit of Export**.
The window **Send/Open Exit** opens.
 4. Fill in at least the mandatory fields. 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
Export Office	Customs office of export responsible for the declaration.
Actual Customs-Office Of Exit	Customs office responsible for the export transaction as the actual customs office of exit.
Exit date	Date of physical exit of the goods from the customs territory of the Community.

Field	Description
Type	Type of exit for export. Possible values are 2 - Ausgang verzögert and 4 - Ausgang erfolgt, Alternativnachweis liegt vor . <ul style="list-style-type: none"> 2 - Ausgang verzögert Report the actual customs office of exit and the intended time of exit within the 150-day period after the release of goods. If you specify a period of more than 150 days, the message will be automatically rejected. You may only send the message exit for export with the value exit delayed once. 4 - Ausgang erfolgt, Alternativnachweis liegt vor Report the actual customs office of exit and the actual time of exit. Also specify the type of alternative proof.
Remark	Enter information to the customs office of export for a delayed exit.


 **Important:** To request the cancellation of the dossier, proceed as described in the chapter [Canceling an export declaration](#) on page 35.

5. To record an alternative proof, click on the tab **Alternative Evidence**. Proceed as follows:

- a) Click on the icon . The tab **Alternative Evidence/General** opens.
- b) In the field **Type** select the type of alternative proof.
- c) Depending on the type of alternative proof, you must record at least one transport document. To record a transport document, click on the icon . The window **Transport-Document** opens.
Type of transport document, document, reference or previous document. You can find valid values using the search function.
- d) Fill in at least the mandatory fields. 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
Type/Qualifier	Type of transport document. You can find valid values using the search function.
Reference-Number	Reference of the transport documents

- e) To record another transport document, click on the button **Add**.
 - f) To save the transport document, click on the button **OK**. The transport document is displayed in the table.
6. Click on the button **OK**. The window **Send Customs Declaration** opens.
7. Click on the button **OK**.
8. Check the customs declaration for responses.
- If you have sent an exit for export with the value **Ausgang verzögert**: If the specified customs office of exit has not sent an exit confirmation by the notified time of the intended exit and no alternative proof has been submitted in the meantime, the dossier is automatically declared invalid after the 150th day following the release of goods at the customs office of exit.
 - If you have sent an exit for export with the value **Ausgang erfolgt, Alternativnachweis liegt vor**: Submit the *Alternative proof (export)* to your competent customs office of export immediately after responding to the inquiry request, at the latest by the 150th day after release of goods for export. If the alternative proof is not submitted on time, the dossier will be automatically declared invalid.

 **Tip:** A stamped EAD from another member state is not valid as alternative proof.

- If you do not send an exit for export within the 60-day period, the export transaction will be automatically declared invalid at the end of the 150th day.

If the customs declaration is error-free, customs will send a confirmation for export. The status of the customs declaration changes to **Terminated**.

8 Creating an authorization

This chapter describes how to create an authorization. An authorization is created for an economic operator.



Restriction: To create an *Authorization*, you need at least the permission **CustomsAuthorization > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator with a double-click.
The tab **Economic Operator** opens.
3. Click on the tab **Customs Authorizations**.
4. To create a new authorization, click on the icon **+**.
The tab **Customs authorization** opens.
5. Fill in at least the mandatory fields. 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. You will find all the necessary information on your authorization from customs.

Field	Description
Country	Country for which the authorization has been granted.
Authorization-number	Number of the authorization. Enter the authorization number without special characters or spaces. The authorization numbers have different formats depending on the country. <ul style="list-style-type: none"> • Germany: DEABC5863XY123456 (or temporarily still in the old format DE5863XY1234) • Austria: for example ATALGBT9991 or ATDPOD5GKB33 • Netherlands: NL1234567890123
procedure type	Type of procedure for which the authorization was granted.
Type	Superordinate category of the procedure for which the authorization was granted.
External findings	Should the status External findings be set if the customs declaration IMDS or IPDS (vZA/AZ) was not sent to ATLAS via DAKOSY GE? The status External findings is the basis for creating the EGZ. To set the status, select the value Yes .
Description	Free text field to describe the authorization
Valid From	Time from which the authorization or restriction is valid.
Valid To	Date until which the authorization or restriction is valid.



Important:

- Enter the authorization number without slashes.
- Since the update to AES 3.0 (2023/09), for an authorization as an authorized exporter, the value **Simplified Procedure** must be selected in the field **Type**. If you created the authorization number before the update, change the value **Authorized exporter** to the value **Simplified Procedure** and save the authorization.



Tip:

- If you enter a customs office, this is adopted for all custom places. If your customs places are assigned to different customs offices, leave the field empty and enter the customs offices for the respective customs place.
- Examples of *UCC authorization types* are:
 - ACE, ACR or ACT (NCTS procedure)
 - EIR (local clearance procedure)
 - IPO (inward processing)
 - SDE (simplified procedures)

6. To enter a new custom place, proceed as follows.

You can enter the following custom places:

- Customs places for the export customs procedure
- Custom places for the NCTS customs procedure

a) In the table **Customsplaces** click on the icon +.

The window **Edit a Customsplace** opens.

b) Fill in at least the mandatory fields. Depending on the country, different fields must be filled in.

Field	Description
Type	Type of custom place. Depending on the country, you can also leave the field blank.
Key	Code assigned by customs for the custom place. You received the customs location code from customs with your authorization.
Customs office	Authorizing customs office. For the customs place: Office number of the customs office responsible for the customs place.
Postal address	Address of the custom place
Description	Free text field to describe the custom place
valid from	Time from which the custom place is valid.
valid to	Date until which the custom place is valid.



Tip:

- You can assign the custom place to one or more procedures according to the authorization. To assign the custom place to a procedure, select the value for the corresponding field **Yes**.
- If you have not entered a customs office for the authorization or the customs office is discrepant from the custom place, enter the customs office.
- To enter a new address, right-click in the field **Postal address**. Select the entry **Maintain one-time-customer** from the context menu. You can find instructions in the chapter *Editing one-time-customers and print addresses*. If you add the address to the customer master data, the link is displayed in the economic operator on the tab **Addresses**.

c) To save the custom place, click on the button **OK**.

The custom place is displayed in the table **Customsplaces**.


7. You can set deadlines for the NCTS customs procedure. Depending on the deadline set, the field **Presentation date** in an NCTS dispatch (NCDP) is filled. To set a new deadline, proceed as follows:

a) In the table **Deadlines**, click on the icon +.

The window **Deadline** opens.

- b) Enter a value from 0 to 365 in the field **Deadline in days**.
 - c) Deadlines can be processed depending on other fields. If required, fill in the fields **Customs office**, **Destination country** or **OrgUnit**. For example, if the field **OrgUnit** remains empty, the deadline applies to all branches of the company.
 - d) To save the deadline, click on the button **OK**.
The deadline is displayed in the table **Deadlines**.
8. To enter the restrictions for your authorization, proceed as follows:
- a) Click on the tab **Restrictions**.
 - b) In the table **Restrictions** click on the icon **+**.
 - c) Fill in at least the mandatory fields. 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
type	Restriction type: Inclusion or exclusion
EZT Tariffnumber	Customs tariff number or chapter of the EZT that is included or excluded in the authorization.
Country	Name or country code of the country included or excluded in the authorization.
Valid From	Time from which the authorization or restriction is valid.
Valid To	Date until which the authorization or restriction is valid.

 **Important:** There must always be an inclusion and an exclusion.
 Example: If you enter an inclusion with a customs tariff number for which the authorization applies, you must also enter an exclusion without a customs tariff number. This indicates that the authorization does not apply to all other customs tariff numbers.

- d) Click on the button **OK**
The inclusion and exclusion is displayed in the table.
9. To save the authorization, click in the area **...** **Actions** click on the entry **Save**.
The authorization is displayed on the tab **Trader/Customs Authorizations**.

9 Creating a contact

This chapter describes how to create a contact. A contact is stored for an address.



Restriction: To edit an address, you need at least the permission **Customer > edit**.



Important: You must specify a customs contact in an export declaration. If you store the contact in an address, you can enter the address code in the customs declaration and select the contact from a list.

1. Open the overview **Customer/Addresses**. You have the following options for opening the overview:
 - Select the menu entry **Start > Customer/Addresses**.
 - On the start page in the area **Applications** click on the entry **Customer/Addresses**.
2. Open an address with a double-click.
3. Click on the tab **Communication**.
4. To store a contact, click on the icon **+** in the table **Contact**.
The **Edit the contacts** window opens.
5. Fill in at least the mandatory fields. 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
RealName	Name of the contact
Phone	Telephone number
Role	Role of the contact. Possible values are: <ul style="list-style-type: none"> • Rechnungsversand = The contact's email address is pre-filled in the print dialog for invoice dispatch. For automatic bookings, the invoice is sent directly to the contact's email address. • Zoll = The contact can be selected as a contact in a customs declaration for the customer. • Allgemeiner Ansprechpartner = The contact is adopted as the contact in a dossier for the customer. For a customs declaration, the system first searches for a contact with the role Zoll. • Gefahrgut Ansprechpartner (currently without function) • Buchhaltung (currently without function) • Vertrieb (currently without function) • Mahnung (currently without function)



Important: To create a contact for a customs declaration and in particular for an export declaration, select the value **Zoll** in the **Role** field.

6. To enter multiple email addresses for a contact, proceed as follows:
 - a) To save the address, click in the area **Actions** on the entry **Save**.



Important: To be able to store an email address, you must save the address.

- b) Select the contact and click on the icon **☒**.
The **Contact Document email** window opens.
 - c) Click on the icon **+**.
A window opens.

- d) Fill in at least the mandatory fields. 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
Country	Country of customs declaration
Role	Address role of the contact in a customs declaration, for example CN (consignee) or CZ (sender). Depending on the role in a customs declaration and the country, different documents can be sent to different email recipients.
Document	Type of document to be consigned by email. The content of the field currently has no meaning. You can enter any placeholder.
Email	Email address of the company or contact

- e) To save the email for the contact, click on the button **OK**.

7. Click on the button **Close**.

8. To save the address, click in the area **⋮ Actions** on the entry **Save**.

10 Creating an article

This chapter describes how to create an article.

1. Select the menu entry **Maintenance > Commodity codes**.
The **Commodity codes** overview opens.
2. Click on the entry **+ New** in the area **...** **Actions**. Alternatively, you can create an article from the data of a customs position:
 - a) Right-click in the **Article Code** field.
 - b) From the context menu, select the entry **+ Edit Article Complete**.
The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.
3. Fill in at least the mandatory fields on the **General** 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
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the Article Code field.
Volume per package	Volume per package

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



Tip: If you fill in the **Customs goods description** field, the goods description for customs declarations is taken from this field. If you do not fill in the field, the goods description is taken from the **General** tab.

8. To enter commodity codes for customs procedures from different countries, proceed as follows:
 - a) In the **Customs tariff numbers** area, click on the flag of the desired country. Depending on the settings, not all countries are visible.

- The **Edit a Tariff number** window opens.
- b) Fill in at least the mandatory fields.
 - c) Click on the **OK** button.
The commodity code is displayed with the corresponding country code in the **Customs tariff numbers** area.
9. Optionally, enter translations for the customs goods description. To add a new translation, proceed as follows:
- a) In the **Customs goods description (Translations)** area, click on the icon **+**.
The **Edit translation** window opens.
 - b) Fill in at least the **Language** and **Translation** fields.
 - c) Click on the **OK** button.
The translation is displayed in the area **Customs goods description (Translations)**.
10. You can enter documents for customs declarations per article. To enter documents, proceed as follows:
- a) Click on the tab of the corresponding country.
 - b) Click on the **Documents** tab.
 - c) Click on the icon **+**.
The **Edit a Document** window opens.
 - d) Fill in at least the mandatory fields.
 - To enter another document, click on the **Add** button.
 - To end the entry, click on the **OK** button.

The document is displayed in the table.

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



Tip: If you select the article in a customs declaration, the stored documents are transferred to the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill in the fields.
12. To enter additional taxes for import Switzerland, proceed as follows:
- a) Click on the **Switzerland** tab.
 - b) Click on the **Import** tab.
 - c) In the **Additional Taxes** area, click on the icon **+**.
The **Edit Additional Tax** window opens.
 - d) Fill in at least the mandatory fields.
 - To enter additional taxes, click on the **Add** button.
 - To end the entry, click on the **OK** button.

The additional taxes are displayed in the table.



Tip: If you select the article in a customs declaration IMGE, the additional taxes stored are transferred to the corresponding position in the customs declaration.

13. To display a list of the users of the article, click on the **Info center** tab.
14. To save the article, click on the **Save** entry in the area **... Actions** area.
The article is displayed in the **Commodity codes** overview.

10.1 Creating an article (fast entry)

This chapter describes how to create an article using fast entry.

1. Select the menu entry **Maintenance > Commodity codes**.
The **Commodity codes** overview opens.
2. Click on the entry **+ New (Quick)** in the area **... Actions**. Alternatively, you can create an article from the data of a customs position. Proceed as follows:

- a) Right-click in the **Article Code** field.
- b) From the context menu, select the **+ Artikel erstellen** entry.

The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.

3. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they can change depending on your entries.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the Article Code field.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Inventory unit	Unit of measurement under which the item is listed in the customs warehouse inventory.
Batch management required	If the check box is activated, the item is subject to batch duty.
Tariff no.	8-digit customs tariff number of the Combined Nomenclature/Tares
Taric	The 9th and 10th digit of the customs tariff number (TARIC)
National	The 11th, purely national digit of the total customs tariff number
Valid from	Date from which the commodity code can be used.
Valid to	Date up to which the commodity code can be used.
Supplement	The supplement code depends on the commodity code. Supplementary codes can be trade policy or customs measures that are dependent on <i>EZT</i> .

4. You have several options:
 - To save the article and enter another article, click on the **Save & New** button.
 - To save the article, click on the **Save** button.
 - To cancel the creation of the article, click on the **Cancel** button.

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

11 Completions

Completions are parts of a good in a customs-registered unit of measure (for example, kilograms) that have been transferred from a source procedure to a destination procedure.

11.1 Enter AV completions

This chapter describes how to enter completions for inward processing in an EXD or NCDP customs declaration.

You have opened an EXD or NCDP customs declaration for which one or more AV completions are to be entered.

1. Click on the tab **Transitions**.
2. In the area **Inward Processing/Conversion** (Export) or **Inward Processing Transition** (NCTS), fill in at least the fields **Authorization Type** and **reference**.

Field	Description
Simplified Authorization (Export) oder Authorization Flag (NCTS)	Was the authorization applied for and granted on the basis of a customs declaration?
Authorization Type	Type of authorization used
Reference	Authorization number for inward processing
Monitoring Customs Office	Office number of the monitoring customs office

3. To enter a customs reference or MRN, click on the icon **+**. The window **Inward Processing/Conversion** opens.
4. Fill in at least the mandatory fields. 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
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
access Atlas	Has the referenced incoming goods been registered with ATLAS?
Customs Reference/ MRN	Customs reference or Master Reference Number (MRN) of the completions. Customs reference format: ATC511234561020245866 or ATM991234561020245872. MRN format: 24DE5866H1234A67R2
Sequence Number	Item number for the customs reference number/MRN of the completions
Goods Info	Goods-related information, for example commodity code, quantity dispatched and goods details

5. To enter another customs reference or MRN, click on the button **Add**.
6. To save the completions, click on the button **OK**. The completions are displayed in the table.

11.2 Entering warehouse completions

This chapter describes how to enter warehouse completions for the customs warehouse in an EXD or NCDP customs declaration.

You have opened an EXD or NCDP customs declaration for which one or more warehouse completions are to be entered.

1. Click on the tab **Transitions**.
2. If inventory management is carried out via DAKOSY GE, click in the area **Completion Customs Warehouse** (Export) or **Warehouse Transition** (NCTS), click on the icon .



Tip: Examples of inventory management via DAKOSY GE:

- You manage your own customs warehouse in DAKOSY GE.
- You manage a customs warehouse for one of your customers in DAKOSY GE.

The window **Inventory** opens.

3. To restrict the display of the inventory data, enter search criteria. Click on the button **Search**. The inventory data is displayed in the table.
4. You have several options:
 - To select a customs reference/MRN, select the customs reference/MRN in the table.
 - To select multiple customs references/MRNs, press and hold the CTRL button and select several customs references/MRNs.
 - To select several consecutive customs references/MRNs, highlight the first customs reference/MRN, press and hold the Shift button and select the last customs reference/MRN.
5. Click on the button **OK**. The window **Adjust issue quantity** opens.
6. If required, change the value in the field **Issue quantity** and click on the button **OK**. The field **reference** is filled. The completions are displayed in the table.
7. Fill in the field **Authorization Type**.
8. If the inventory management is not managed via DAKOSY GE, enter the customs reference or MRN manually.





Tip: Example: If you receive a customs reference from a customer's customs warehouse in order to make a depreciation in a follow-up procedure (for example dispatch, export or import declaration).

Proceed as follows:

- a) Fill in the area **Completion Customs Warehouse** (export) or **Warehouse Transition** (NCTS), fill in at least the fields **Authorization Type** and **reference**.

Field	Description
RefNo/LRN	Classification criterion of a warehouse keeper who participates in the IT procedure ATLAS. If you enter the reference number or LRN (Local Reference Number), the owner of the customs warehouse can establish a reference to their operational system, as the LRN is transmitted back.
Authorization Type	Type of authorization used
reference	Authorization number for temporary storage a customs warehouse

- b) Click on the icon .

 **Important:** Depending on the settings for the company, a query is displayed if inventory management is always carried out via DAKOSY GE. To enter a customs reference or MRN manually, click on the button **No**. The inventories from your customs warehouse are not adjusted.

The window **Completion Customs Warehouse** opens.


- c) Fill in at least the mandatory fields. 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
Customs Reference/MRN	Customs reference or Master Reference Number (MRN) of the completions. Customs reference format: ATC511234561020245866 or ATM991234561020245872. MRN format: 24DE5866H1234A67R2
Sequence Number	Item number for the customs reference number/MRN of the completions
Article Number	Commodity code
access Atlas	Has the referenced incoming goods been registered with ATLAS?
Common Handling	Have the goods undergone usual forms of handling?
Supplement	Free text field. Information on a position of a completions, for example on the usual handling carried out.
Issue Account	Quantity of goods withdrawn from the customs warehouse
Issue unit	Key for the unit of measurement or quality for the quantity of goods leaving
Trade Account	Quantity of goods withdrawn from the customs warehouse. It is a commercial quantity if it is discrepant from the quantity withdrawn.
Trade unit	Key for the unit of measurement or quality for the trade quantity
Warehouse Reference Number	Classification criterion of a warehouse keeper who participates in the IT procedure ATLAS. If you enter the reference number, the holder of the customs warehouse can establish a reference to his operational system, as the reference number is transmitted back.
Inventory reservation mandatory	If inventory management is managed via DAKOSY GE, the check box is activated. You can deactivate the check box in exceptional cases and acquire a customs reference/MRN manually. The activation of the check box is checked depending on the settings for the company. If the check box is not activated but a stock reservation is to be made, cancel the dossier and enter the completions using the icon Add multiple warehouse completions .

- d) To enter another customs reference or MRN, click on the button **Add**.
- e) To save the completions, click on the button **OK**.
The completions are displayed in the table. The selected inventories are reserved.

12 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.

13 Flexible print documents

This chapter describes the flexible print documents.

Flexible print documents can be created and printed using a form editor. The data from some customs declarations can be transferred to the editor and edited, for example from an export declaration.

You can create the following print documents in DAKOSY GE:

- **A.TR. Warenverkehrsbescheinigung**
- **CMR Frachtbrief**
- **EUR.1 Warenverkehrsbescheinigung**
- **UZ Ursprungszeugnis**



Important: Forms for the documents created can be obtained from form retailers or chambers of industry and commerce.

Movement certificate A.TR.

A movement certificate A.TR. is issued by a customs office upon application and submission of a completed form. The A.TR. must be completed in an official language of the European Union. It can also be completed in Turkish.

Further information on the movement certificate A.TR. and how to fill in the fields can be found on the homepage of German customs. A difference is made between two procedures:

- [Beantragung der A.TR. im Normalverfahren](#)
- [Ausstellung der A.TR. im vereinfachten Verfahren](#)

CMR consignment note

The CMR consignment note is valid for European goods traffic. Since 1998, it is no longer mandatory to carry it, but the carrier can request that the consignment note be issued if required. CMR stands for convention relative au contrat de transport international de marchandises par route.

Movement certificate EUR.1

A movement certificate EUR.1 is issued by a customs office upon application and submission of a completed form. The EUR.1 must be completed in an official language of the European Union or in the language of the country of destination. If required, the customs office may request a German translation.

Further information on the movement certificate EUR.1 and how to complete the fields can be found at [Homepage des deutschen Zolls](#).

Certificate of origin (CO)


As foreign trade law restrictions on the import of certain commodities depend on their origin, the origin must be evidenced by a certificate of origin in these cases.

Further information on the certificate of origin can be found at [Homepage des deutschen Zolls](#).


13.1 Creating a flexible print document from a customs declaration

This chapter describes how to create a flexible print document from a customs declaration. For example, you can create an A.TR. or a EUR.1 movement certificate on the basis of an export declaration that has already been entered.

You have opened a customs declaration for which a flexible print document is to be created.

1. In the area  **Documents** click on the entry **Flexible printdocuments**.

The overview **Flexible printdocuments** opens. All print documents belonging to the declaration are displayed.

2. In the area  **Related actions** click on the entry **Create flexible printdocument**.

3. Select a **Print document**.


4. Click on the button **OK**.

The tab **Edit Flexible print document** opens. The field contents have been copied from the customs declaration.




Tip: The fields in the tab **Edit Flexible print document** depends on the selected print document.

5. Fill in the fields and edit the transferred field contents if required.

6. To save the flexible print document, click in the area **...** **Actions** on the entry  **Save**.
The document is displayed in the overview.


7. You have several options:

- Print the flexible print document. You can find instructions in the chapter *Print or email a document* on page 57.
- To switch to the customs declaration, click in the area  **Documents** on the entry **Customs declaration**.

13.2 Opening a flexible print document of a customs declaration


This chapter describes how to open a flexible print document of a customs declaration.

You have opened a customs declaration for which a flexible print document has already been created.

1. In the area  **Documents** click on the entry **Flexible printdocuments**.

The overview **Flexible printdocuments** opens. All print documents belonging to the declaration are displayed here in a table.

2. You have several options.


- Open the print document with a double-click on the entry in the table.
- Click on the entry in the table. In the area **...** **Actions** click on the entry  **Open**.



The tab **Edit Flexible print document** opens.

14 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.

i 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.


i 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 58.

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

Field	Description
Available Document Types	<p>The table is only displayed if several document types are available for the selected document.</p> <ul style="list-style-type: none"> • 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.

**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.



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.


14.1 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 57 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**

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.



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.



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**.



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 %**.

15 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