Export Germany 2.15

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

[2] *www.zoll.de*

Trademarks

Table of Contents

1 Export Germany

This section describes the export procedure.

The export procedure involves transporting Community goods or other commodities designated for export out of the Community customs territory under customs supervision.

The export procedure is divided into two procedural stages. This division relates to the two customs offices involved in the export procedure:

- Customs office of export
- Customs office of exit

Customs declarations in export procedures must be submitted to a certain competent inland customs office. It is called the customs office of export and is located in the area with geographic jurisdiction for the exporter or declarant. Alternatively, a customs office in the district in which the commodities are packed or loaded for export may also be competent. This decision is at the discretion of the declarant.

Once the commodities have been transferred to the export procedure, the second stage involves clearance at the customs office of exit, i.e. exit from the customs territory. The customs office of exit is always located on the border to the third country. Special regulations apply to certain modes of transport, for instance air or sea carriage.

The electronic export procedure consists of two stages:

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

The single-stage export procedure is an exception in this respect. In this case stages 1 and 2 are both performed at the border customs office. The border customs office carries out the duties of the customs office of export and the customs office of exit.

Another distinction is made between complete and incomplete export declarations. Incomplete export declarations are subject to procedural simplification according to Art. 166 (1) Union Customs Code (UZK). The exporter is initially entitled to submit a declaration to its customs office of export, in which certain information or documents are missing.

1.1 Complete export declaration in the simplified procedure

Authorization from the authorized exporter (AE) is necessary in order to apply this procedure. This authorization is issued by the central customs office upon application.

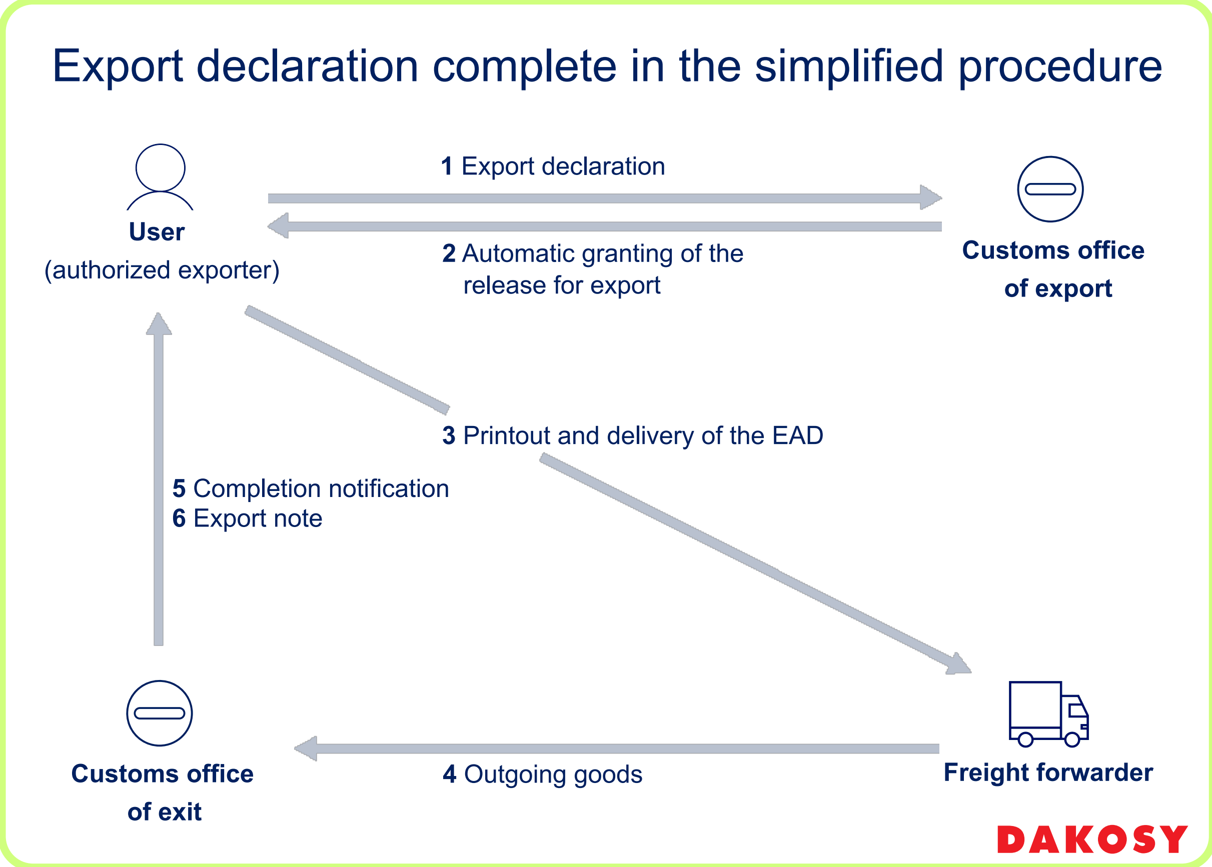


Figure 1: Complete export declaration in the simplified procedure

1. The user (= authorized exporter) creates an export declaration and sends it to the customs office of export.
2. The user automatically receives a release of goods for export from the customs office of export.
3. The user prints out the export accompanying document (EAD) and passes it on to the freight forwarder together with the commodity.
4. The freight forwarder travels to the customs office of exit with the documents and the commodities.
5. After exit of the commodities, the user automatically receives a completion note from the customs office of exit.
6. The user receives an export note (EN) from the customs office of exit.

1.2 Complete export declaration in a standard procedure

Any user connected to DAKOSY can use this procedure.

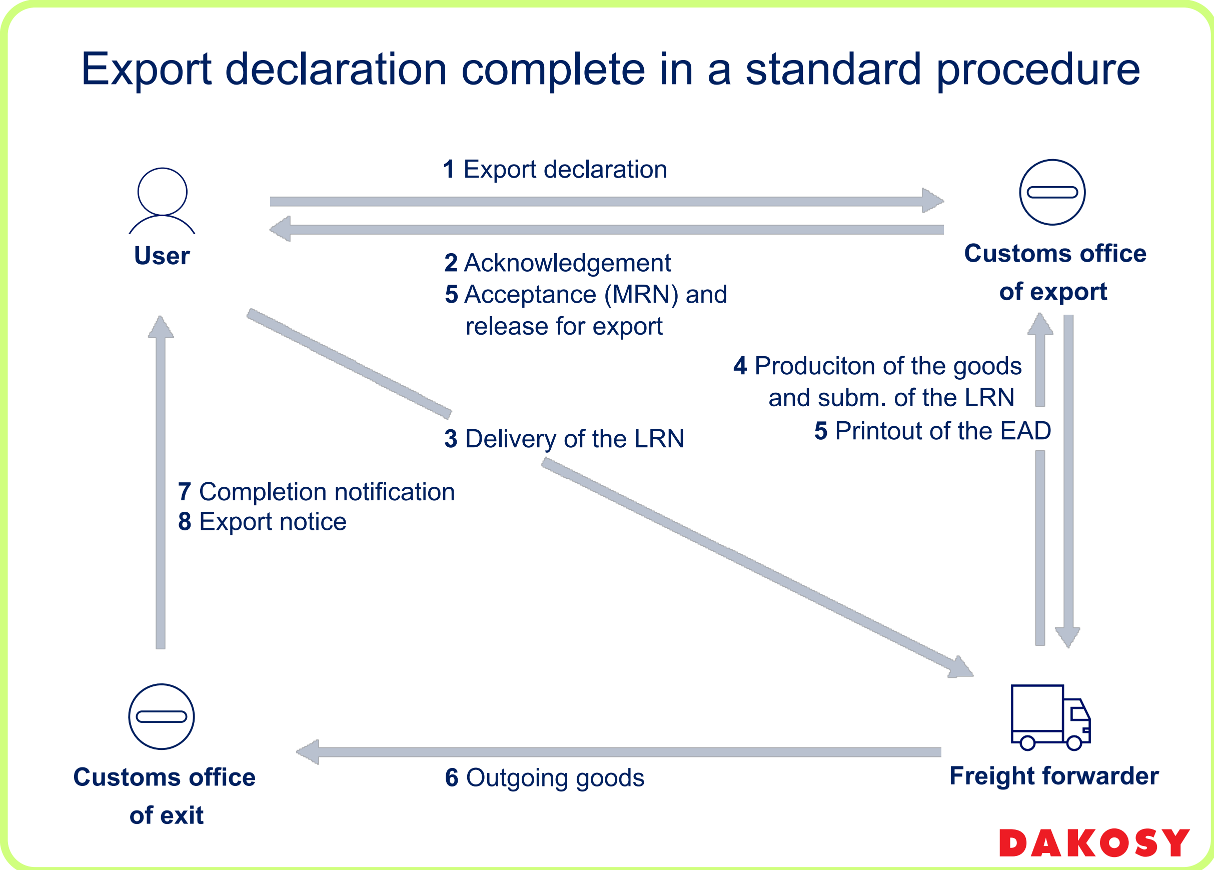


Figure 2: Complete export declaration in a standard procedure

1. The user creates an export declaration and sends it to the customs office of export.
2. The user receives a notice of receipt and an MRN from the customs office of export.
3. The user receives a notice of acceptance from the customs office of export.
4. The user gives the MRN to the freight forwarder together with the commodities.
5. The freight forwarder travels to the customs office of export with the MRN and presents the commodities there physically.
6. The freight forwarder receives the export accompanying document (EAD) at the customs office of export.
7. The user receives a release of goods from the customs office of export.
8. The freight forwarder travels to the customs office of exit with the documents and the commodities.
9. After exit of the commodities, the user automatically receives a completion note from the customs office of exit.
10. The user receives an export note (EN) from the customs office of exit.

1.3 Complete export declaration with presentation outside of the customs premises

The export declaration is used to file an application for presentation outside of the customs premises. This must also specify a presentation period, and the application must have been sent to the customs office at least two hours before the end of work on the day prior to presentation.

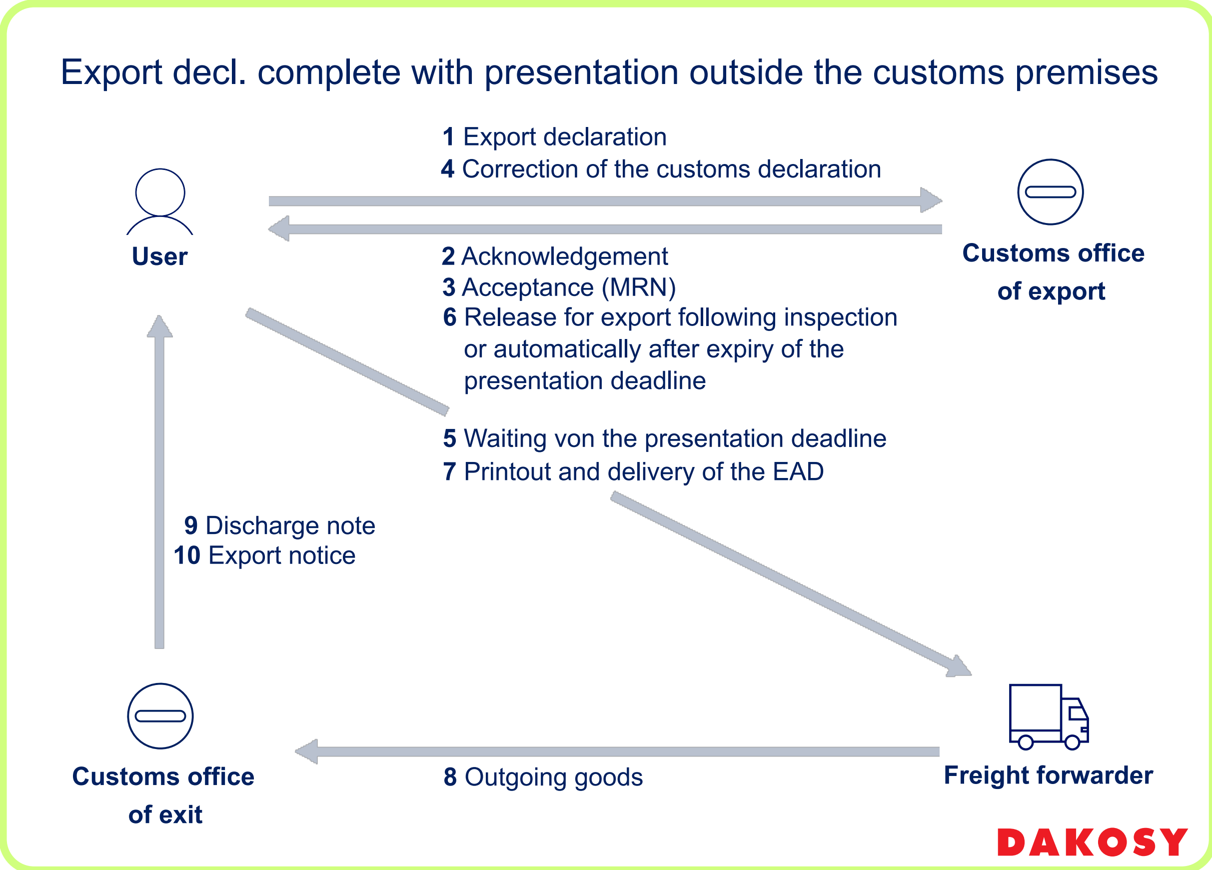


Figure 3: Complete export declaration with presentation outside of the customs premises

1. The user prepares an export declaration with application for presentation outside of the customs premises und sends it to the customs office of export. This must also specify a presentation period, and the application must have been sent to the customs office of export at least two hours before the end of work on the day prior to presentation.
2. The user receives a notice of receipt and an MRN from the customs office of export.
3. The user receives a notice of acceptance from the customs office of export.
4. The user can make corrections in the customs declaration.
5. The user must wait for the end of the presentation deadline.
6. The user will automatically receive the release of goods after an inspection by customs or after the end of the presentation deadline.
7. The user prints out the export accompanying document (EAD) and passes it on to the freight forwarder together with the commodity.
8. The freight forwarder travels to the customs office of exit with the documents and the commodities.
9. After exit of the commodities, the user automatically receives a completion note from the customs office of exit.
10. The user receives an export note (EN) from the customs office of exit.

1.4 Complete export declaration in the single-stage procedure

The single-stage procedure is only permitted on the following conditions:

- for a commodity value up to and including 3,000 euros per export consignment

- the commodities are not subject to any bans or restrictions
- in accordance with Article 215(2) UZK in justified exceptions.

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

Figure 4: Complete export declaration in the single-stage procedure

1. The user creates an export declaration and sends this to the customs office of exit.
2. The user receives an acceptance and an MRN from the customs office of exit.
3. The user gives the MRN to the freight forwarder together with the commodities.
4. The freight forwarder travels to the customs office of exit with the MRN and presents the commodities there physically.
5. After exit of the commodities, the user automatically receives a completion note from the customs office of exit.
6. The user receives an export note (EN) from the customs office of exit.

1.5 Incomplete export declaration in the simplified procedure

This section describes the incomplete declaration (simplified customs declaration with formal authorization) in the simplified procedure.

Application of the simplified procedure on an incomplete export declaration allows the exporter initially to submit to a customs office of export a declaration in which certain information or documents are missing. Documents essential for export, for example authorizations and licences for export must always be presented at the time of clearance. The central customs office must approve the incomplete export declaration in the simplified procedure.

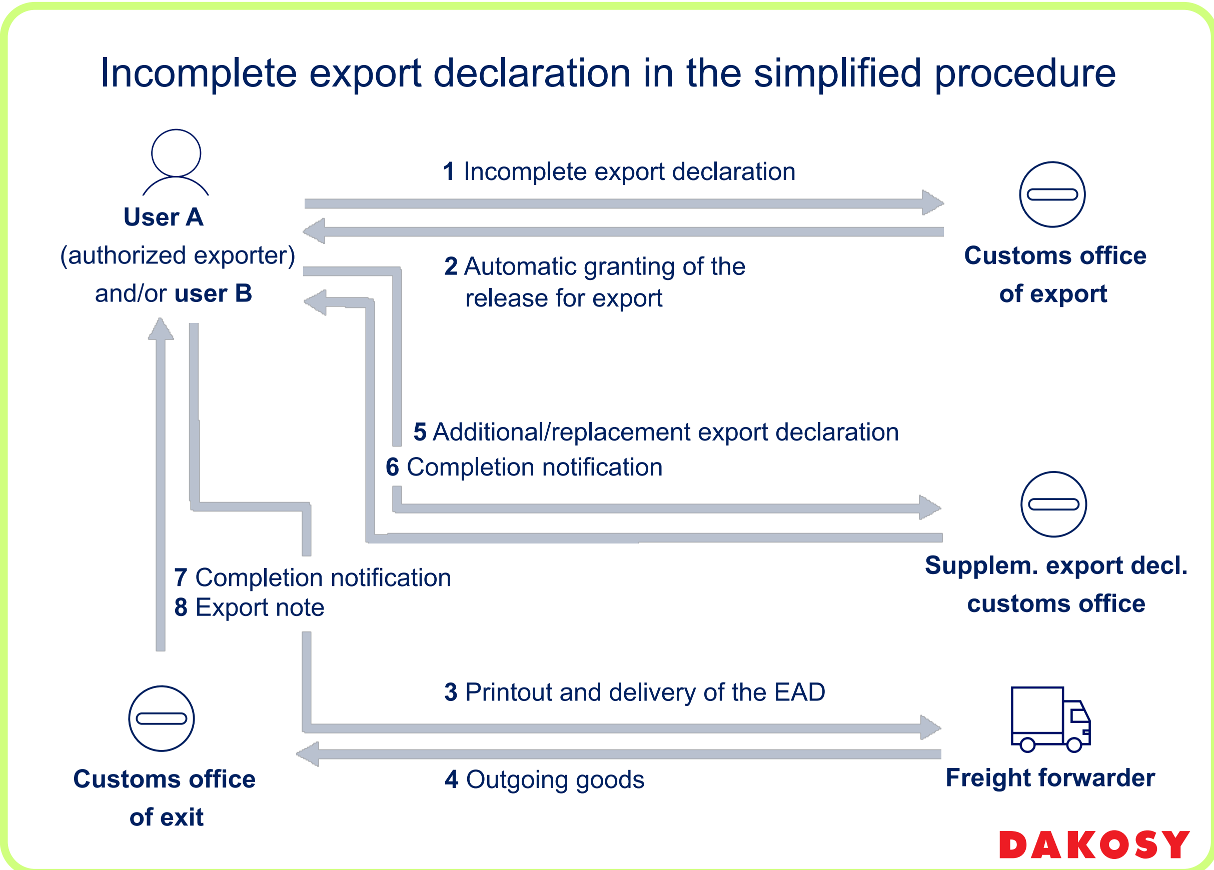


Figure 5: Incomplete export declaration in the simplified procedure

1. User “A” (= authorized exporter) creates an incomplete export declaration and sends it to the customs office of export.
2. User 'A' automatically receives a release of goods for export from the customs office of export.

3. User 'A' prints out the export accompanying document (EAD) and passes it on to the freight forwarder together with the commodity.
4. The freight forwarder travels to the customs office of exit with the documents and the commodities.
5. User 'B' prepares a supplementary/replacement customs declaration containing the missing information and documents, which it then sends to the supplementary export declaration customs office no later than 30 days following preparation of the incomplete export declaration.
6. User 'B' automatically receives a notice of completion from the supplementary export declaration customs office.
7. User 'A' automatically receives a discharge note from the customs office of exit.
8. User 'A' receives an export note (EN) from the customs office of exit.

Depending on the specific method applied, user 'A' and user 'B' might indeed be the same user. The supplementary export declaration customs office must be identical in the incomplete and additional/ replacement customs declaration!

1.6 Incomplete export declaration in a standard procedure

Application of the simplified procedure for an incomplete export declaration (simplified customs declaration with formal authorization) allows the exporter to initially submit to its customs office of export a declaration in which certain information or documents are missing. Documents essential for export, for example export permits and -licenses, must always be presented at the time of clearance.

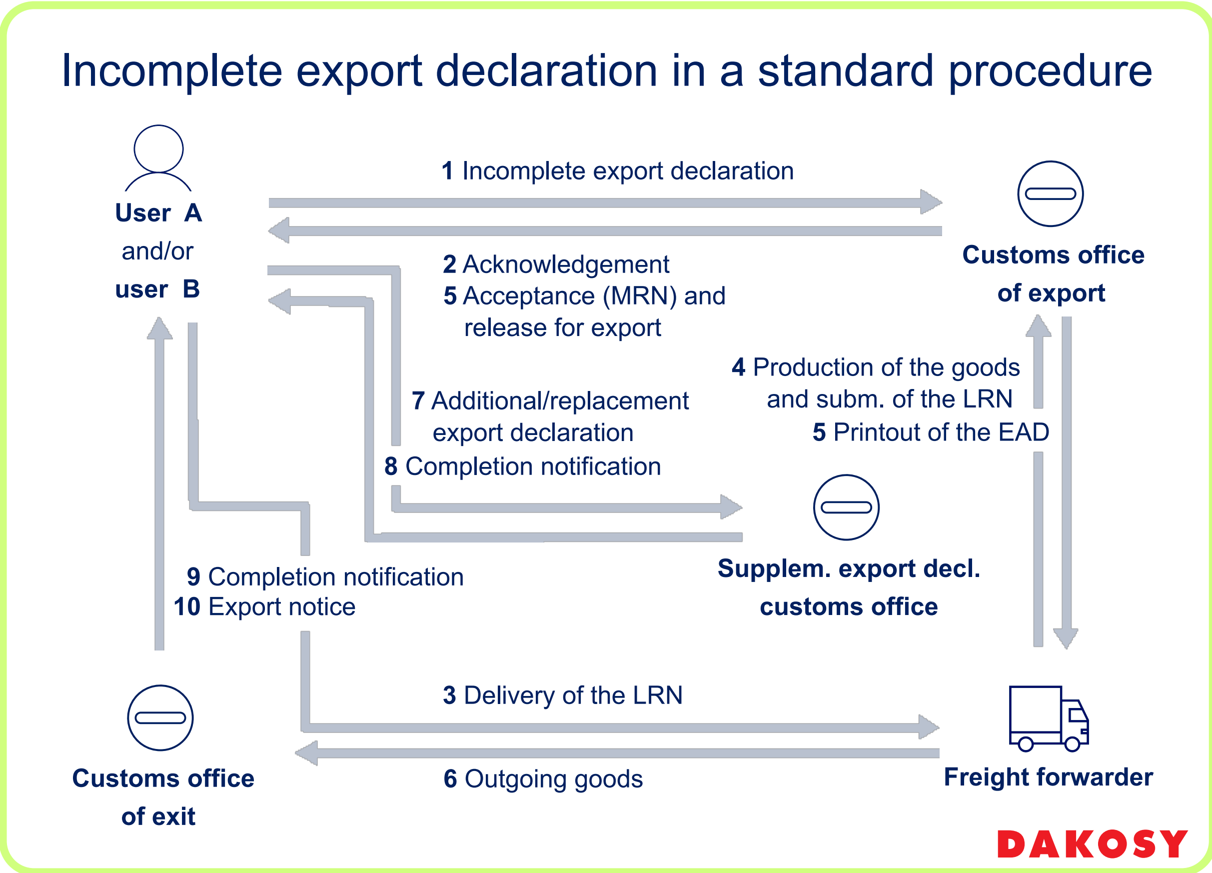


Figure 6: Incomplete export declaration in a standard procedure

1. User “A” creates an incomplete export declaration and sends it to the customs office of export.
2. User 'A' receives a notice of receipt from the customs office of export together with a MRN.
3. User 'A' receives an acceptance from the customs office of export.
4. User 'A' hands over the MRN to the freight forwarder together with the commodities.
5. The freight forwarder travels to the customs office of export with the MRN and presents the commodities there physically.

6. The freight forwarder receives the export accompanying document (EAD) at the customs office of export.
7. User 'A' receives a release of goods from the customs office of export.
8. The freight forwarder travels to the customs office of exit with the documents and the commodities.
9. User 'B' prepares a supplementary/replacement customs declaration containing the missing information and documents, which it then sends to the supplementary export declaration customs office no later than 30 days following preparation of the incomplete export declaration.
10. User 'B' automatically receives a notice of completion from the supplementary export declaration customs office.
11. After exit of the commodities, user 'A' automatically receives a completion from the customs office of exit.
12. User 'A' receives an export note (EN) from the customs office of exit.

Depending on the specific method applied, user 'A' and user 'B' might indeed be the same user. The supplementary export declaration customs office must be identical in the incomplete and additional/ replacement customs declaration!

1.7 Incomplete export declaration with presentation outside of customs premises

Application of the simplified procedure on an incomplete export declaration allows the exporter initially to submit to a customs office of export a declaration in which certain information or documents are missing. Documents essential for export, for example export permits and -licenses, must always be presented at the time of clearance.

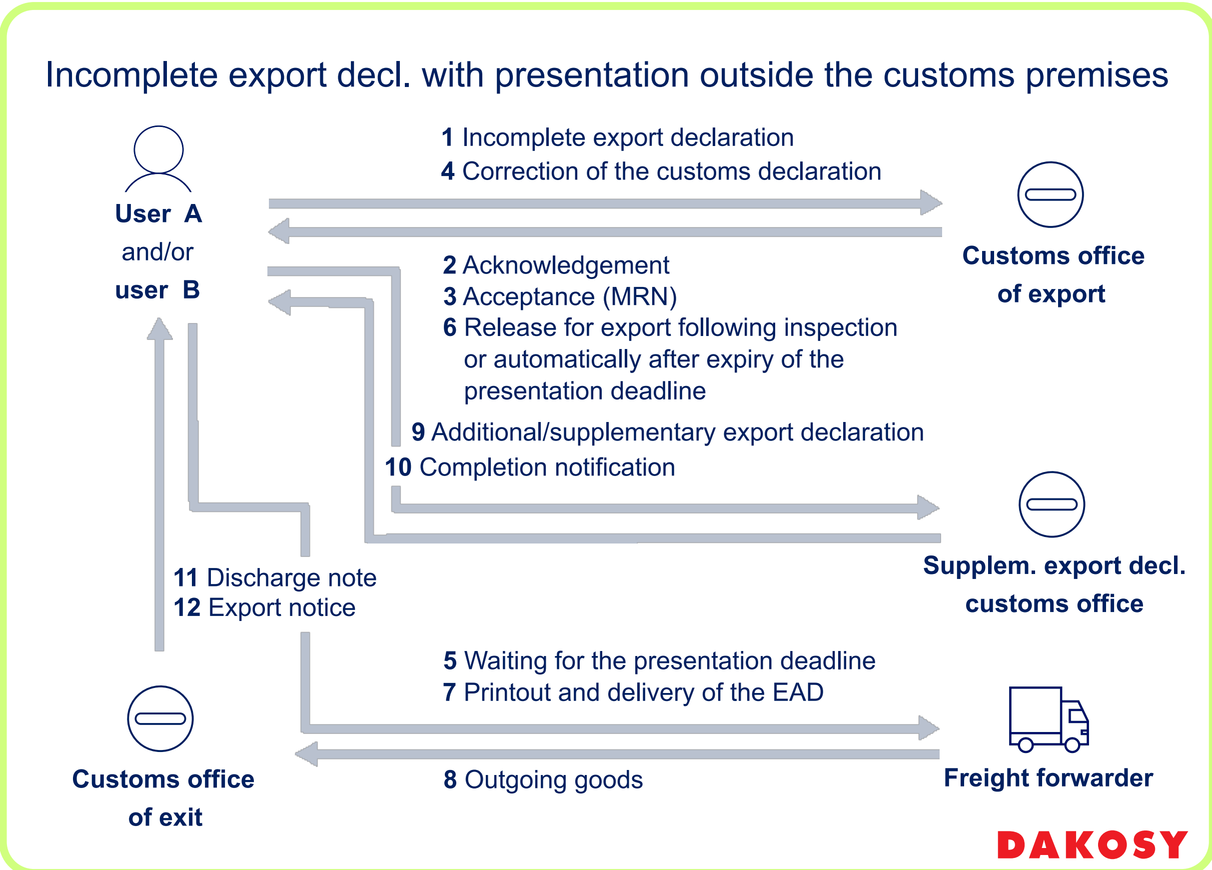


Figure 7: Incomplete export declaration with presentation outside of customs premises

1. User 'A' prepares an incomplete export declaration with application for presentation outside of the customs premises und sends it to the customs office of export. This must also specify a presentation period, and the application must have been sent to the customs office of export at least two hours before the end of work on the day prior to presentation.

2. User 'A' receives a notice of receipt from the customs office of export together with a MRN.
3. User 'A' receives an acceptance from the customs office of export.
4. User 'A' can make corrections in the customs declaration.
5. User 'A' must wait for the presentation deadline.
6. User 'A' will automatically receive the release of goods after an inspection by customs or after the end of the presentation deadline.
7. User 'A' prints out the export accompanying document (EAD) and passes it on to the freight forwarder together with the commodity.
8. The freight forwarder travels to the customs office of exit with the documents and the commodities.
9. User 'B' prepares a supplementary/replacement customs declaration containing the missing information and documents, which it then sends to the supplementary export declaration customs office no later than 30 days following preparation of the incomplete export declaration.
10. User 'B' automatically receives a notice of completion from the supplementary export declaration customs office.
11. After exit of the commodities, user 'A' automatically receives a completion from the customs office of exit.
12. User 'A' receives an export note (EN) from the customs office of exit.

Depending on the specific method applied, user 'A' and user 'B' might indeed be the same user. The supplementary export declaration customs office must be identical in the incomplete and additional/replacement customs declaration!

2 EXD - Create export declaration (Germany)

This section describes how to create an export declaration for Germany. Whether it is an incomplete or a complete export declaration is determined via the field **Transport Type**.

1. Select the menu entry **Start** > **Customs Declaration**.
2. In the area **Related actions**, click on the entry **Create new customs declaration**.
   This opens the window **New Customs Declaration**.
3. Select the customs procedure **EXPORT**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **EXD - Export Declaration**.
6. Enter a clear **Reference Number**.

   Tip: To automatically generate a consecutive number, click on the + button. The number can be included in a sequence of numbers and/or letters.

7. Click on **OK**.
   This opens the **Customs Declaration DE: EXD - Export Declaration** tab.
8. You define which type of export declaration you are creating by the value you select in the field **Transport Type**. The following list contains the most frequently used declaration types.

Code	Description
AM/a	Complete export declaration for the two-stage standard procedure [Art. 163 UZK]
AM/b	Incomplete export declaration (simplified customs declaration with formal authorization) for the two-stage normal procedure [Art. 166(1) Union Customs Code]
AM/c	Complete export declaration for the two-stage standard procedure with application for presentation outside of the customs premises according to Sec. 12(4) AWV [Art. 163 UZK]
AM/d	Incomplete export declaration for the two-stage standard procedure with request for presentation outside of the customs premises according to Sec. 12(4) AWV [Art. 166(1) UZK]
AM/e	Complete export declaration for the two-stage, simplified procedure for CD [Art. 166(2) UZK]
AM/f	Simplified export declaration (simplified customs declaration with formal authorization) for the two-stage, simplified procedure SDE export [Art. 166 (1) and (2) UZK]
AM/g	Complete export declaration for the single-stage procedure for small amounts [Art. 221(2) UZK-IA]

9. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

   Tip: It may be necessary to fill out different fields, depending on the type of declaration.

Field	Description
Total Gross Weight	If you activate the **Calculate from Positions** check box, the field **Total Gross Weight** is blocked for entries. The overall gross mass for all goods positions is shown in kilograms. If you deactivate the **Calculate from Positions** check box, you can fill out the **Total Gross Weight** field manually.

Field	Description
Inland Cust. Of.	Customs office which is responsible for the declaration as the customs office of export. In the simplified procedure (ZA), the office number of the customs office specified in the authorization must be stated.
Gateway Cust. Of.	Customs office which is the intended customs office of exit at the time when the goods are released.
Completive Cust. Of.	Customs offices responsible for the additional/replacement export declaration. Jurisdiction depends on the declarant's address. The office number of the EAM customs office should match the customs office specified as the EAM customs office in the incomplete export declaration.
Decl. Time	Time when the export document was created. The time is pre-allocated by the system: you can overwrite the value.
Destination country	Country to which the goods will foreseeably be exported at the time of their release.
Export Type	Definition of the status of the goods under customs law. Select the type of export. • **EX**: Export to a third country • **EU**: Export to an EFTA country, such as Switzerland or Norway • **CO**: Export of Community goods (Union goods)
Transport Type	Selection of the type of declaration for the export procedure, such as **AM/a** (standard procedure) or **AM/e** (authorized exporter).
Begin Presentation to Customs Period	Beginning of the presentation time limit for a request to present the goods outside of the customs premises pursuant to § 12 para 4 of the Foreign Trade Regulation. The beginning of the presentation time limit may be changed by the customs office.
End	Beginning of the presentation time limit for a request to present the goods outside of the customs premises pursuant to § 12 para 4 of the Foreign Trade Regulation. The end of the presentation time limit may be changed by the customs office.
Participants Relation	The participant relationship describes the arrangement between the exporter, declarant and the creator of the notification in the various scenarios for representation and subcontractor relationships. The values **0010** and **1010** are not permitted if **e** or **f** (simplified procedure CD) is given as a transfer.
Consignee	Address of the recipient of the export document. If the export declaration with the participant relation **0110** or **1110** is incomplete, it is possible in this subcontractor relationship that the consignee is unknown and is therefore not stated.
Declarant	Address of the declarant of the export document. The declarant is the company which declares the goods at the competent customs office electronically. It is responsible for the accuracy of the data. The declarant may also have itself represented.
Authorized Exporter	Address of the authorized exporter. The authorization data must be saved for the economic operator (customs) in advance.

Field	Description
Auth.No.	The authorization number of the authorized exporter. Enter the authorization number for the economic operator (customs). The authorization number has the format: DE5866ZA1234.
Place of Loading Code	Key for the place of loading and packing. The code of the place of loading has the format AA01 and can be found in the customs authorization. Enter the code for the economic operator (customs).
Invoice Price	Total price shown on the invoice is.
Shipment ID	Unique identification of the consignment, for instance the UCR (unique consignment reference number) or the consignment note master data number. If the identification number is the same for all positions, fill the field out in the header.

Important:

- A contract partner must be stated in an export declaration. Any defined contacts will be imported automatically.
  - To select a contact, right click in the address field and then select a contact partner under the menu entry **Contact**. You can find instructions for entering a contact partner in section *Create contact partner* on page 24.
  - To enter a contact, right-click in the address field and then select the menu entry **Maintain one-time-customer**. The window **Create a one-time customer** opens. Enter the contact partner and click on the **OK** button.
- To be able to fill out the fields **Auth.No.** and **Place of Loading Code** for an export declaration in the simplified procedure, you must first fill out the **Authorized Exporter** field. The authorization of the authorized exporter must be stored in the master data for the economic operator. You can find instructions in section *Create customs authorization* on page 22.

10. To enter further addresses, click on the **Addresses** tab.
11. To enter particular circumstances, a transit route or special case facts, click on the tab **Further Details**.
12. To enter data for outward processing, click on the **Passive Refinement** tab.
13. Click on the tab **Authorizations**. For an export declaration in the standard procedure and for an export declaration with a request for presentation outside the customs premises, fill out the fields **Place of Loading Address** and **Addendum**. You now have the following options:
    - Right-click in the **Place of Loading Address** field and select **Maintain one-time-customer** from the menu. Fill out at least the mandatory fields. To include the address in the export declaration, click on the **OK** button. Fill out the field **Addendum**.
    - Take a value for the **Place of Loading Address** field from the master address data. Fill out the field **Addendum**.
14. Click on the tab **Goods Items**.
    An overview of all positions in this dossier is displayed.
15. Click on the icon .
    A new position is created.
16. Fill out the mandatory fields for this position.

Tip: You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 26.

Field	Description
KN8	Customs tariff number according to the list of goods for foreign trade. It corresponds to the first 8 characters of the TARIC-KN8 code. The customs tariff can be accessed using the magnifying glass symbol.
Description	Description of the goods. The description must contain the information required to identify the goods. The chassis number must also be stated for motor vehicles. It is recommended to enter the CAS number for chemicals.
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Grossweight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
1st Package: Pieces	Number of the packages for this customs tariff number. Enter the value `0` for an enclosure position. An enclosure position may not be entered as the first position.
Type	Code of the packaging type
Marks	Labelling on the package
Main-Position	For enclosures: Reference to the marking of a main package position. If the same marking is specified as in the main package position, the field is automatically filled out and the enclosure is allocated to the main packing position.
Declared Proc.	Provision of customs law under which the goods were declared, for example **10 - endgültige Ausfuhr**.
Preceding Proc.	Previous customs law designation of the position, such as **00 - kein vorangegangenes Verfahren**.
State of Origin	Federal state in which the goods were produced. If the goods were produced abroad, select the value **99**.
Type of Business	Entry of the type of business pursuant to the articles of association, for example **EXW**. If the type of business is the same for all goods positions, fill out the field in the header. If the type of business is not the same for all goods positions, fill out the field for each position.
Value	The statistical value is the value of the goods at the German border (border crossing value). The statistical value depends on Incoterm.
Shipment ID	Unique identification of the consignment, for instance the UCR (unique consignment reference number) or the consignment note master data number. If the ID number is different for all positions, fill out the field for each position.

Tip: You can find instructions on how to enter enclosures in section *Enter enclosure (export)* on page 14.

17. To enter documents, click on the **Goods Items/documents** tab. Click on the icon +. Fill out at least the mandatory fields. To record further documents, click on the button **Add**. To save the entry, click on the button **OK**.

18. To record completions, click on the tab **Goods Items/Other Completions**. You have several options:
    - To enter completions for the customs warehouse, fill out the **Beendigung Zolllager** table. You can find instructions on how to enter completions for the customs warehouse in section *Enter the completions customs warehouse* on page 28.

      > **Tip:** For removal of goods for re-export from the customs warehouse, enter the completions in the **Beendigung Zolllager** table.

    - To enter completions for inward processing/conversion, fill out the **Aktive Veredelung/ Umwandlung** table. You can find instructions on how to enter completions for the customs warehouse in section *Enter the completions inward processing/conversion* on page 28.
19. In the area **Actions**, click on the entry **Save**.
    The customs declaration appears in the overview **Customs declarations**.
20. To send the customs declaration, click on the entry **Actions** in the area **Send**.
21. Close the customs declaration.
22. Check the customs declaration for responses.

    > **Important:** If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section *Edit error (customs)* on page 30.

    > **Tip:**
    > - The view does not update itself. To update the view, click on the icon C.
    > - You can only close the action **Sending customs Exit of Export** once you have received the message **Export follow up** (E_EXP_FUP).

    - If it is a complete export declaration in the two-stage standard procedure and the customs declaration is free of errors, customs sends an acceptance with an MRN number. The status of the customs declaration changes to **Accepted**.

      > **Tip:** Print the docket to print out the MRN. You can find instructions in section *Print/ fax/mail document* on page 33.

    - If it is a complete export declaration in the two-stage standard procedure with a request for presentation outside of the customs premises and the customs declaration is free of errors, the customs office of exit sends an acceptance with an MRN number. The status of the customs declaration changes to **Accepted**. The status changes to **Release** after the presentation deadline or after inspection by customs. The *Export accompanying document* transmitted by customs can be printed out. You can find instructions in section *Print/fax/mail document* on page 33.
    - If it is a complete export declaration in the two-stage simplified procedure and the customs declaration is free of errors, the customs office of exit sends a release of goods with an MRN number. The status of the customs declaration changes to **Release**. The *Export accompanying document* transmitted by customs can be printed out. You can find instructions in section *Print/fax/mail document* on page 33.
    - If it is a complete export declaration in the single-stage procedure for low values and the customs declaration is free of errors, the customs office of exit sends an acceptance with an MRN number. The status of the customs declaration changes to **Accepted**.
    - A supplementary/replacement export declaration must then be created for an incomplete export declaration without formal authorization.

    > **Tip:** Based on the customs declaration, you can create flexible print documents, for example an A.TR. or a EUR.1 movement certificate. You can find instructions on creating a flexible print document in section *Create flexible print document from a customs declaration* on page 31.

23. To create an exit declaration from the export declaration, proceed as follows:
    a) Double click to open the customs declaration for which the exit declaration is to be created.

b) Click in the area **Appliance** on the entry **Exit declaration**.
   The window **Create an exit declaration** opens.

c) Fill out the fields reference and shipment type.

d) Click on **OK**.
   This opens the **Exit** tab. Data from the export declaration is transferred, for example the MRN.

You can find instructions on creating an exit declaration in the chapter *Create exit declaration*.

2.1 Enter enclosure (export)

This section describes how to enter an enclosure for customs declarations in the export customs procedure. An enclosure must always relate to a main packing position, which was entered before the enclosure.

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

1. Click on the tab **Goods Items**.
   An overview of all positions in this dossier is displayed.
2. Because an enclosure position always has to refer to a main packing position, you have already entered at least one position for which the fields have been filled out as follows:

Field	Description
Net Weight	Net mass of the main packing position
Grossweight	Total gross mass of the package/packages, including the enclosure
1st Package: Pieces	Number of the package/packages. The value must be greater than `0`.
Type	Code for the type of packaging. The value **NE** may not be selected. If it concerns a vehicle, select the value **VN**.
Marks	Marking of the package/packages.

3. To add an enclosure position, click on the icon.
   A new position is set up.
4. Fill in at least the mandatory fields of the enclosure position.

Field	Description
Net Weight	Net mass of the enclosure position
Grossweight	The value must be `0`.
1st Package: Pieces	The value must be `0`.
Type	Same packaging type as in the main packing position. The value **NE** may not be selected.
Marks	Same marking as in the main packing position.
Main-Position	If the same marking is specified in the **Marks** field as in the main package position, the field is automatically filled out and the enclosure is allocated to the main packing position.

5. If required, fill out the other positions.
6. In the area **Actions**, click on the entry **Save**.

3 EXEE - Create export supplementary declaration

This section describes how to create a export supplementary declaration for Germany.

1. Select the menu entry **Start** > **customs declaration**.
2. In the area **Related actions**, click on the entry **Create new customs declaration**.
   This opens the window **New Customs Declaration**.
3. Select the customs procedure **EXPORT**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **EXEE - Export Supplementary Declaration**.
6. Enter a clear **Reference Number**.

   Tip: To automatically generate a consecutive number, click on the + button. The number can be included in a sequence of numbers and/or letters.

7. Click on **OK**.
   This opens the **Customs Declaration DE: EXEE - Export Supplementary Declaration** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

   Tip: The fields you are required to complete depends on the data provided in the incomplete export declaration.

Field	Description
MRN	Response from the ATLAS system: MRN of the incomplete export declaration
Inland Cust. Of.	Customs office of export responsible for the incomplete export declaration.
Completive Cust. Of.	Customs offices responsible for the additional/replacement export declaration. Jurisdiction depends on the declarant's address. The office number of the EAM customs office should match the customs office specified as the EAM customs office in the incomplete export declaration.
Declarant	Address of the declarant of the export document. The declarant is the company which declares the goods at the competent customs office electronically. It is responsible for the accuracy of the data. The declarant may also have itself represented.

9. In the area **Actions**, click on the entry **Save**.
   The customs declaration appears in the overview **Customs declarations**.
10. To send the customs declaration, click on the entry **Send** in the area **Actions**.
11. Close the customs declaration.
12. Check the customs declaration for responses.

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

   Important: If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section *Edit error (customs)* on page 30.

Customs sends a release of goods if the customs declaration is free of errors. The status of the customs declaration changes to **ER, suppl. exist**.

Tip: Based on the customs declaration, you can create flexible print documents, for example an A.TR. or a EUR.1 movement certificate. You can find instructions on creating a flexible print document in section *Create flexible print document from a customs declaration* on page 31.

4 Cancel export declaration

This section describes how to create an application for cancellation of an export declaration. The customs office must cancel the export declaration if the export is already complete. You are required to provide reasons for the application for cancellation.

Tip: You can send an application for cancellation, even after receipt of the exit confirmation.

1. Select the menu entry **Start** > **customs declaration**.
2. Open the export declaration to be cancelled by double clicking.
3. In the area **Actions**, click on the entry **Cancel**.
   This opens the window **Cancellation of a Declaration**.
4. Fill out the mandatory fields.

Field	Description
Time of Cancellation	Date and time of cancellation
Reason of Cancellation	Customs office's grounds for cancelling the customs declaration.
Declarant, TIN/EORI	TIN/EORI of the declarant of the goods
Agent of Declarant, TIN/EORI	TIN/EORI number of the representative of the declarant of the goods

5. Click on the button **OK** to cancel the declaration.
   The status of the customs declaration changes to **Cancelation send**.
6. Close the customs declaration.
7. Check the customs declaration for responses.

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

Important: If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section *Edit error (customs)* on page 30.

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

5 Emergency procedure export (Germany)

This section describes the emergency procedure for the export customs procedure in Germany.

It may be necessary to apply the emergency procedure in the event that there are communication problems with *ATLAS* or ATLAS is unable to process the sent data. You need the forms 033025 (EP on export/security) and 033026 (list of commodity items) in order to use emergency procedure.

DAKOSY GE creates your declaration on the forms 033025 and 033026, including the emergency stamp, and you can print out the forms. Instructions for carrying out the emergency procedure Export can be found in the section *Carry out the emergency procedure export* on page 18.

5.1 Carry out the emergency procedure export

This section describes how to carry out the emergency procedure for export customs procedures in Germany.

- Communications outage with ATLAS

  DAKOSY clarifies the circumstances regarding the failure with ATLAS and communicates the master ticket number to the customers.
- Outage of the customer system

  Contact ATLAS and request a master ticket number.

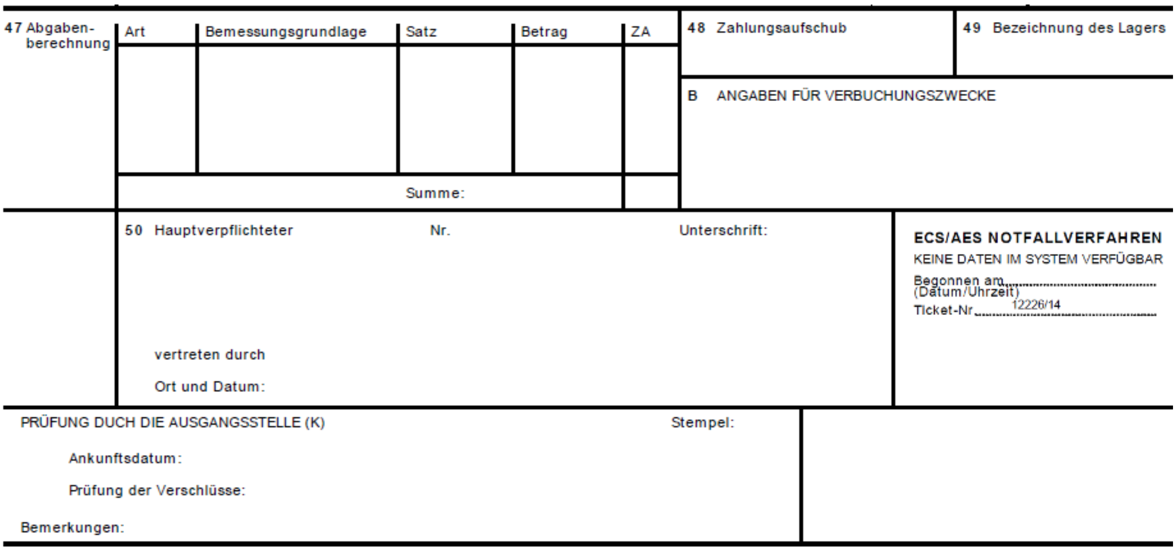
1. Set up an export declaration and fill out the fields. Alternatively, you can open an existing export declaration by double-clicking.

   Tip: Declarations that have already been submitted and have kept the status **Pending** can also be processed using the emergency procedure. They must be cancelled if you receive further responses from ATLAS.

2. Click on the item **print** in the area **Actions**.
   The window **Print** opens.
3. Select the form **Emergency Printout (DE)** and click on the button **OK**.
   The window **PrintDialog** opens.
4. In the text field **Ticket no.**, enter the master ticket number of the service desk ITZBund and click on the **OK** button.

   Important:
   - The master ticket number is used on the forms stamped emergency.
   - Clearance is not possible without the emergency stamp.

The export declaration opens as a PDF file. The ticket number is shown in the field **ECS/AES NOTFALLVERFAHREN**.


47 Abgaben-berechnung | Art | Bemessungsgrundlage | Satz | Betrag | ZA

Summe:

48 Zahlungsaufschub

49 Bezeichnung des Lagers

B ANGABEN FÜR VERBUCHUNGSZWECKE

50 Hauptverpflichteter Nr. Unterschrift:

vertreten durch

Ort und Datum:

ECS/AES NOTFALLVERFAHREN

KEINE DATEN IM SYSTEM VERFÜGBAR

Begonnen am (Datum/Uhrzeit)

Ticket-Nr 12226/14

PRÜFUNG DUCH DIE AUSGANGSSTELLE (K)

Ankunftsdatum:

Prüfung der Verschlüsse:

Bemerkungen:

Stempel:

5. Print out the export declaration.
6. You must cancel the declaration if the export declaration was already transmitted and you then receive after the status **Pending** the additional status **reception** or **Disposal**. You can find instructions in section *Cancel export declaration* on page 17.

6 Resubmission for export

This section describes resubmissions for export.

Resubmission for export is a message from the *Customs office of export* that is sent to initiate an investigation request. It is sent automatically if an exit notice has not been received for an export declaration within 90 days after release of goods in the *Export procedure*. Resubmission for export contains a request to clarify the location of the commodities. You can take the following steps within 45 days:

- Send a notification to the customs office of export stating the exit date and the customs office of exit used to export the commodities.
- Send a notification to the customs office of export stating that the commodities have not yet been exported. State the scheduled date of exit within the 150-day period.
- Apply to the customs office of export for cancelation of the procedure.
- Send a notification to the customs office of export stating that alternative proof is needed to complete the procedure.

Important: The customs administration will automatically declare the procedure invalid if you fail to respond to the customs office of export within the 45-day period.

6.1 Edit exit for export

This section describes how to edit an exit for export. Use this function to respond to a resubmission for export from the customs office of export.

- The customs office has opened a request for investigation.
- After the transfer, the export declaration has received the status **Reminder export**.

  Tip: You can also send the exit for export at your own discretion if the export declaration has remained in the status **Release** for at least 70 days.
- The message **Export follow up** (**E_EXP_FUP**) has been received.

1. Select the menu entry **Start** > **Customs Declaration**.
2. Double click to open the export declaration with the status **Reminder export**.
3. In the area **Actions**, click on the entry **Send Exit of Export**. You can also edit an exit for export in the overview of **Resubmission Export**.
   a) In the area **Overviews**, click on the menu entry **Resubmission Export**.
   b) Click on the export declaration for which you would like to process the exit for export.
   c) In the area **Actions**, click on the entry **Exit of Export**.

   The window **Send/Open Exit** opens.
4. Fill out the fields. The mandatory fields can change after an entry.
   - In the field **Type**, select the value **3 - Ausgang erfolgt, Alternativnachweis liegt nicht vor** to report the exit date and the customs office of exit.
   - Select one of the following values for the field **Type** to state the estimated exit date:
     - **1 - Ausfuhr verzögert (Gestellung an der Ausgangszollstelle ist noch nicht erfolgt)**
     - **2 - Ausgang verzögert (Gestellung an der Ausgangszollstelle ist bereits erfolgt)**
   - To submit alternative proof, select for the field **Type** the value **4 - Ausgang erfolgt, Alternativnachweis liegt vor** .
   - **Important:** Proceed as described in section *Cancel export declaration* on page 17 in order to cancel the operation.
5. Click on the button **OK**.
   The window **Send Customs Declaration** opens.
6. Click on the button **OK**.

7. Check the customs declaration for responses.
   - Once you have reported the exit date and the customs office of exit, the customs systems in the customs office of exit will automatically send you an electronic message instructing you to clarify the location of the commodities. The procedure is closed if the customs office is able to transmit a control result. If the procedure is unknown to the customs office, you will be notified inside of 15 days and given the opportunity to submit alternative proof.
   - If you have stated an estimated time of exit, the procedure is suspended until the time limit specified for the customs office of exit sending a result of monitoring expires. If no control result is transmitted, the customs system sends the intended or actual customs office of exit an electronic request for investigation as to the exit of the commodities. If the procedure is unknown to the customs office and it does not respond within 15 days, the procedure is automatically declared invalid 150 days after release of goods. You will receive a suitable response in these cases.
   - You may submit an *Alternative proof (export)* up to 150 days after release of goods. The customs office of export will suspend the procedure until submission of alternative proof, but for not longer than 150 days after release of goods for the export procedure. The customs office of export closes the procedure in the system if the alternative proof is recognised. The procedure is cancelled directly if the alternative proof is not recognised.

   > **Tip:** A stamped EAD by another member state is not accepted as alternative proof.

   Customs sends a confirmation of export if the customs declaration is free of errors. The status of the customs declaration changes to **Terminated**.

7 Create customs authorization

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

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

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

Field	Description
Country	Country for which the authorization was granted
Authorization-number	Number of customs authorization. Enter the authorization number without any special characters or spaces. The format for a German customs authorization number (12 characters) is: • Nationality code “DE” (2-characters) • Office number (4-digit) • ID (2 characters) • Consecutive number (4 digits) The new format for an UZK authorization (17 characters) is: • Nationality code “DE” (2 characters) • Type of authorization (3 characters) • Office number (4-digit) • ID (1 character) • Consecutive number (7 digits)
procedure type	Type of procedure for which the authorization was granted
Type	Superior category of procedure for which the customs authorization was issued
Description	Free description of customs authorization
Valid From	Time from which the authorization or restriction is valid
Valid To	Time until which the authorization or restriction is valid

Important: Enter the authorization number without any slashes.

Tip: If you enter a customs office, this will be used for all customs places. Leave the field blank and enter the customs office for the specific customs place if all custom places are allocated to different customs offices.

6. You can determine the customs places for the export customs procedure and NCTS as well as generally available customs places for the Netherlands or Austria. Proceed as follows to enter a new custom place:
   a) Click on the icon + in the **Customsplaces** table.
   The window **Edit a Customsplace** opens.
   b) Enter the customs place code which you have received from customs with your authorization in the field **key**.
   c) Fill out at least the mandatory fields.

Field	Description
Type	Type of customs place
Key	Code issued by customs for the customs place.
Customs office	Entry of the office number at the customs office competent for the customs place.
Postal address	Address of the customs place
Description	Free text field for description of the customs place

> **Tip:** If you have not entered a customs office during authorization or the customs office is different to the custom place, enter the customs office.

   d) Click on the button **OK**.
   The customs place is shown in the table.
7. You can set periods for the NCTS customs procedure. Depending on the specified period, the field **Presentation date** in NCTS dispatch (NCD) is filled. Proceed as follows to enter a new period:
   a) Click on the + icon in the **Deadlines** table.
   The window **Deadline** opens.
   b) Enter a value from `0` to `365` in the **Deadline in days** field.
   c) Periods can be processed depending on other fields. If required, fill out the fields **Customs office**, **Destination country** or **OrgUnit**.
   d) Click on the button **OK**.
   The period appears in the area **Deadlines**.
8. Enter the restrictions on your authorization in the tab **Restrictions**.
9. In the area **Actions**, click on the entry **Save**.
   The authorization appears on the **Trader/Customs Authorizations** tab.

8 Create contact partner

This section describes how to create a contact partner. A contact partner is entered for an address.

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

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

1. Open the overview **Customer/Addresses**. You now have the following options to open the overview:
   - Select the menu entry **Start** > **Customer/Address**.
   - Click on the homepage in the area **Applications** on the menu item **Customer/Address**.
2. Open an address by double clicking.
3. Click on the tab **Communication**.
4. To enter a contact partner, click on the + icon in the **Contact** table.
   The **Edit the contacts** window opens.
5. Fill out at least the mandatory fields. The mandatory fields can change after an entry.

Field	Description
RealName	Name of the contact
Phone	Telephone number
Role	Role of the contact

Important: To create a contact partner for an export declaration, select the value **Customs Contact Person** in the **Role** field.

6. To save the contact, click on the **OK** button.
7. To save the address, click on the item **Actions** in the **Save** area.

9 Create article

This section describes how to create an article.

1. Select the menu entry **Maintenance** > **Commodity codes**.
   This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **Create commodity code**.
   This opens the **Commodity codes** tab.
3. Fill at least all of the mandatory fields out on the **General** tab.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the **Article Code** field.
Volume per package	Volume per parcel

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

> **Tip:** If you fill out the **Customs goods description** field, the goods description for customs declarations will be taken from this field. If you do not fill out this field, the commodity description will be taken from the tab **General**.

8. To enter goods numbers for customs procedures in different countries, proceed as follows:
   a) Click on the flag of the relevant country in the **Customs tariff numbers** area. Depending on the settings, not all countries are visible.
      The window **Edit a Tariff number** opens.
   b) Fill out at least the mandatory fields.
   c) Click on the button **OK**.
      The goods number is shown in the **Customs tariff numbers** area with the relevant country code.

9. You have the option to enter translations for the customs goods description. To add a new translation, proceed as follows:
   a) Click on the + icon in the **Customs goods description (Translations)** area.
      The **Edit translation** window opens.
   b) Fill out at least the fields **Language** and **Translation**.
   c) Click on the button **OK**.
      The translation is shown in the **Customs goods description (Translations)** area.
10. You can enter documents for customs declarations. To enter documents, proceed as follows:
    a) Click on the tab of the relevant land.
    b) Click on the tab **Documents**.
    c) Click on the icon +.
       The window **Edit a document** opens.
    d) Fill out at least the mandatory fields.
       - To enter further documents, click on the **Add** button.
       - To complete the entry, click on the button **OK**.

       The document is shown in the table.

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

    > **Tip:** If you select the article in a customs declaration, the documents stored will be adopted in the customs declaration.
11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill out the fields.
12. In the area **Actions**, click on the entry **Save**.
    The article is shown in the overview **Commodity codes**.

9.1 Create article (shortcut)

This section describes how to create an article using the shortcut.

1. Select the menu entry **Maintenance** > **Commodity codes**.
   This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.
   a) Right click in the **Article Code** field.
   b) Select the menu entry **Create article** from the context menu.
      The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.
3. Fill out at least the mandatory fields.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.

Field	Description
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the **Article Code** field.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Inventory unit	Measurement units in which the items are kept in the inventory of the customs warehouse.
Batch management required	If the check box is activated, the article must be handled as a batch.
Tariff no.	8-digit customs tariff number of the combined nomenclature/tares
Tarice	The 9th and 10th Digit in the customs tariff number (TARIC)
National	11th, purely national digit in the overall customs tariff number
Valid from	Date from which the goods number may be used.
Valid to	Date until which the goods number may be used.
Supplement	The additional code depends on the commodity number. Additional codes may refer to current trade policies or technical customs procedures that are missing in the *Electronic Customs Tariff*.

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

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

10 Completions

Completions are shares of a commodity expressed as a volume unit registered for customs (e.g. kilogrammes) that have been transferred from a preliminary customs procedure into a follow-up customs procedure.

10.1 Enter the completions inward processing/conversion

This section describes how to record completions for inward processing/conversion.

You have opened an customs declaration for which one or several completions for inward processing/ conversions are to be created.

1. Click on the tab **AV Completions**.
2. Fill out the field **Authorization-number**.
3. To enter a registration number, click on the + icon.
   The window **Inward Processing/Conversion** opens.
4. Fill out at least the mandatory fields.
5. To enter another registration number, click on the **Add** button and repeat the above steps until you have entered all registration numbers.
6. To finish the data entry and save the completions, click on the **OK** button.
   The completions are shown in the table.

10.2 Enter the completions customs warehouse

This section describes how to record completions for the customs warehouse.

You have opened an customs declaration for which one or several completions for customs warehouses are to be entered.

1. Click on the tab **Warehouse Completions**.
2. Click on the icon.
   The window **Inventory** opens.
3. To restrict the display of inventory data, enter search criteria. Click on the button **Search**.
   The inventory data is shown in the table.
4. You have several options:
   - To select a registration number, highlight the registration number in the table.
   - To select multiple registration numbers, press and hold the Ctrl button and highlight several registration numbers.
   - To select multiple consecutive registration numbers, highlight the first registration number, press and hold the Shift button and select the final registration number.

   Tip: If you activate the **Create positions** check box, the application automatically creates a position in the customs declaration for each row which is highlighted.
5. Click on the button **OK**.
   The window **Reservation adjustment** opens.
6. If required, change the value in the **reservation quantity** field and click on the **OK** button.
   The field **Authorization-number** is filled out. The completions are shown in the table.
7. Alternatively, you can enter a registration number. To enter a registration number, proceed as follows:
   a) Fill out the field **Authorization-number**.
   b) Click on the icon +.
      The window **Entrepot-Exit** opens.
   c) Fill out at least the mandatory fields.

d) To enter another registration number, click on the **Add** button and repeat the above steps until you have entered all registration numbers.
e) To finish the data entry and save the completions, click on the **OK** button.
The completions are shown in the table. The inventories selected are reserved.

11 Edit error (customs)

This section describes how you can find and remedy errors using the example of a customs declaration.

Erroneous customs declarations are recognisable in the overview **Customs declarations** by the status in the column **Status**. The statuses have different names according to the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
   The customs declaration is opened in a new tab.
2. Click on the tab **Customs System Messages&Status**.
3. Highlight the row of the table with the incoming message.

   The messages are shown in the area **Message Preview**.

   The responses have different weightings.

   - Errors (**Error**) – Customs has refused the declaration because it contains errors.
   - Warning (**Warning**) – Customs informs you of an error that has not resulted in the declaration being refused.
   - Information (**Information**) – Customs has sent a message.

   The details of the message are shown in the column **Text**.
4. Double-click on the row with the message text.
   Depending on the type of error, a window with additional information on the error will open.
5. You now have the following options:

   - Remedy error, save customs declaration and resend.
   - Remedy errors at a later point.

12 Flexible print document

This section describes the flexible print documents.

Flexible print documents can be created and printed out using a form editor. Data from several customs declarations can be adopted and processed in the editor, 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: You can find form sheets for the documents created in form publishers or at the industry and commercial chambers.

Movement certificate A.TR.

A movement certificate A. TR. is issued on request and the submission of a filled out form from a customs office. The A. TR. must be filled out in an official language of the European Union. It can also be filled out in Turkish.

You can find further information on the movement certificate A.TR. and on filling out the fields on the website of German customs. There are two different procedures:

- *Request for A.TR. in the standard procedure*
- *Issue of the A.TR. in a simplified procedure*

CMR consignment note

The CMR consignment note applies for European goods circulation. It has not been mandatory to carry this since 1998, but the freight carrier may request the issue of a consignment note. 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 upon request and submission of a filled-out form from a customs office. The EUR.1 must be filled out 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.

You can find further information on the movement certificate EUR.1 and on filling out the fields on the *website of the German customs*.

Certificate of origin (UZ)

Because the foreign trade law restrictions for the import of certain goods depend on their origin, the origin in these cases must be proven by a certificate of origin.

You can find further information on the certificate of origin on the *website of German customs*.

12.1 Create flexible print document from a customs declaration

This section describes how to create a flexible print document from a customs declaration. For instance you can create an A.TR. or a EUR.1 movement certificate based on a previous export declaration.

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

1. Click in the area **Documents** on the entry **Flexible print documents**.
   This opens the overview **Flexible printdocuments**. All the print documents associated with 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**.
   This opens the **Edit flexible print document** tab. The field contents are exported from the customs declaration.

   > **Tip:** The fields in the tab **Edit flexible print document** depend on the selected print document.

5. Fill out the fields and, if required, edit the content which has been adopted.
6. In the area **Actions**, click on the entry **Save** in order to save the flexible print document.
   The document is displayed in the overview.
7. You have several options:
   - Print the flexible print document. You can find instructions in section *Print/fax/mail document* on page 33.
   - To change to the customs declaration, click on the menu entry **Customs Declaration** in the area **Documents**.

12.2 Open a flexible print document for a customs declaration

This section describes how to open a flexible print document for a customs declaration.

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

1. Click in the area **Documents** on the entry **Flexible print documents**.
   This opens the overview **Flexible printdocuments**. The table shows all of the print documents needed for a declaration.
2. You have several options.
   - Double click on the table entry to open the print document.
   - Click on the table entry. In the area **Actions**, click on the menu entry **Open**.

   This opens the **Edit flexible print document** tab.

13 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area Actions **print**
   The window **Reprint** will open.

   Tip: You can also print older messages for a customs declaration. For instructions on how to print a message, see section *Print/fax/mail message* on page 33.

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

Field	Description
Available Document Types	The table is only shown if there are several types of document for the highlighted document. • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column **Timestamp**. The documents can also be found in the document filing.

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

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

   Tip: Alternatively, open the form or document as a pdf file by double clicking on it.

   The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.
5. In order to create the documents, click on the button **OK**.

   Tip: If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

13.1 Print/fax/mail message

This section describes how you print a message, for example a processing message (CUSREC). You can also fax the message or create it as a pdf file.

The print dialog *Print/fax/mail document* auf Seite 33 is based on the current database of the customs declaration. To print multiple incoming messages, a print per message receipt can be created on the **Messages & Status** tab.

Following messages can be printed:

- **CUSREC - information on declaration**
- **CURREL - decision of customs office for customs declaration**
- **CUSTAX - decision/result**
- **CUSTST - Verwahrungsmitteilung**
- **CUSFIN - summary declaration completion information**

1. Open the tab **Messages & Status** of the customs declaration.
2. Highlight the message receipt.
3. Right-click with the mouse.
4. Select the menu item **print**.
   This opens the window **Reprint:Documents**.
5. Highlight the form in the area **Unassigned DocumentTypes**.

Field	Description
Unassigned DocumentTypes	The table is only shown if there are several types of document for the highlighted document. • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column **Timestamp**. The documents can also be found in the document filing.

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

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

Tipp: Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

7. Highlight a further document type and repeat the previous step.
8. In order to create the documents, click on the button **OK**.

Tipp: If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

14 Contact information

You will find contact information in this section.

In case of specific questions, please contact the customs office competent for you. Further contact possibilities:

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
- Telephone: *+49 (0)40 3786 0990*
- Email: *servicedesk@dakosy.de*
- *Contact form*

Specific questions on customs

- Contact partner: Central information customs
- Telephone: *+49 (0)351 4483 4520*
- Email: *info.gewerblich@zoll.de*

Specific questions ATLAS

- Contact partner: Service Desk ITZBund
- Telephone from within Germany: *0800 8007 5451*
- Telephone from outside Germany: *+49 (0)69 2097 1545*
- Email: *servicedesk@itzbund.de*