



# IMPOST 1.11

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**Applicable documents and sources**

in the currently valid version

[1] the online help of the application

[2] [www.zoll.de](http://www.zoll.de)

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# 1 IMPOST

This chapter describes the import clearance of postal and courier shipments (ATLAS-IMPOST).

As of July 1, 2021, the exemption from import sales tax for small consignments with a value of up to 22 euros was abolished as part of the digital VAT package. An electronic customs declaration is generally required. Accordingly, ATLAS-IMPOST (import clearance of postal and courier shipments) was developed for the customs and import VAT treatment of low-value shipments up to 150 euros. This new form of electronic customs declaration is regulated in European customs law in Art. 143a UCC-DA.

Companies and private individuals can use ATLAS-IMPOST to send or receive the following information, for example:

- Duty of customs declarations
- Exchange information about planned inspections
- Receipt of tax assessments

With the launch of IMPOST, ATLAS participants can use the new PKDC customs declaration type (declarations for courier mail declarations with a goods value of up to 150 euros). The PKDC is intended for the following imports:

- Shipments of goods with a value of up to 150 euros
- Gift shipments with a value of up to 45 euros
- only consignments for free circulation
- only consignments destined for Germany (Art. 221 para. 4 UZK-IA, exception IOSS)



**Important:** If the IOSS procedure is not used, an approved deferred payment must be available.

The following goods may not be declared in an PKDC:

- Goods subject to excise duty
- Goods that are subject to prohibitions and restrictions

The customs declarations can be submitted as customs declarations (preliminary) (prior to presentation) or as non-preliminary customs declarations. IMPOST is logged in at DAKOSY GE using the following customs declaration types:

- **PKDC - Courier mail declaration (IMPOST)**
- **PPDC - Preliminary Courier mail declaration (IMPOST)**

## Import-One-Stop-Shop (IOSS)

From July 1, 2021, sales tax must be paid on all goods imported into the EU for commercial purposes, regardless of their value. In order to facilitate the declaration and payment of VAT due on the sale of low-value goods up to €150, a special scheme has been created for distance sellers of goods imported from third countries.



**Tip:** The regulation does not have to be used. It can be used if neither the special arrangement (Section 21a UStG) nor the standard procedure is used.

The import scheme enables companies or their representatives to submit the exported transactions centrally to the Federal Central Tax Office in a tax return. When using IOSS, imports of low-value goods into the EU are exempt from import sales tax if a valid IOSS reference number is submitted with the customs declaration.

The following requirements apply to imports covered by the import scheme:

- The goods are consigned from a third country at the time of delivery.
- The goods are consigned in a consignment with a maximum value of 150 euros.
- The goods are consigned to a private individual in the EU (B2C - business to customer).

The import regulation cannot be used in the following cases:

- The goods are subject to excise duty. The value of the goods is irrelevant.
- It is a delivery to a company (B2B - business to business).
- The goods are gifts from private individuals to private individuals (C2C - customer to customer).

In order to participate in the special scheme, entrepreneurs or representatives acting on their behalf must apply electronically to the Federal Central Tax Office (BZSt) to participate in the special scheme. The granted IOSS registration number is valid in every EU member state.

The tax return must be submitted electronically to the BZSt by the end of the calendar month following the tax period. If no transactions were carried out, a tax return (zero return) must still be submitted by the deadline. In the tax return, enter the IOSS registration number, the tax period and the following data for each Member State in which the transactions were carried out:

- Total turnover excluding tax in euros
- VAT type (standard or reduced)
- tax rate
- Tax amount (calculated automatically) in euros
- Total tax liability (calculated automatically) in euros
- Corrections to previous tax periods

## 1.1 PKDC - Creating a courier mail declaration (IMPOST)

This chapter describes how to create a courier mail declaration (IMPOST).




### Restriction:

- To be able to participate in the IOSS procedure under customs law, you must have registered via the Federal Central Tax Office and received an IOSS registration number.
- To create a customs declaration, you need at least the following permissions:
  - **CustomsDeclarationIMPOST > personInChargeDE**
  - **Customer > show**

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




### 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: PKDC, 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.

Field	Description
<b>Customs Office</b>	Responsible customs office where the customs declaration will be cleared.
<b>Representative relationship</b>	Status code of the representative
<b>Consignor/Exporter</b>	Address of the consignor/exporter of the goods
<b>Consignee/Importer</b>	Address of the consignee/importer of the goods
<b>Declarant</b>	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).
<b>Delivery cost</b>	Transportation costs. If the cost of transportation is the same for all goods items, fill in the field at head level. If the cost of transportation is different for all goods positions, fill in the field per position.
<b>Input Tax Ded.</b>	Input tax deduction
<b>Commercial reference number</b>	Unique Consignment Reference Number (UCR), a unique identification of the shipment. If the reference number is the same for all positions, fill in the field at head level.
<b>Duty interested party</b>	Address of the taxable person
<b>Duty reference number</b>	Reference number for additional duty references. Enter a valid IOSS registration number. The IOSS registration number has the format FR5IM1234567890. If the field is filled in, the EU codes <b>C07</b> and <b>F48</b> must be entered for all goods items.
<b>Function code</b>	Display of the function code for additional duty references
<b>Payment Method</b>	Payment type

9. If you have selected one of the values **E** or **G** in the field **Payment Method** you must enter details of the deferment account. You have several options.


**Important:**


- Deferment accounts must be created in the master data for an economic operator. You can find instructions in the chapter [Creating a deferment account](#) on page 10.
- You may only enter one deferment account.

- Depending on the EORI numbers entered, DAKOSY GE can preallocate which deferment accounts can be used. To execute the preallocation, click on the icon ☉.
- To have the deferral accounts determined automatically, activate the check box **Automatic determination deferment account**.
- To select a deferment account manually, click on the icon +.

10. To enter additional duty references or documents, click on the tab **Further Details**. Proceed as follows.


- To enter additional duty references or documents, click in the table **Additional duty references** or **Documents** on the icon +.  
The window **Edit additional duty reference** or **Edit a Document** opens.
- Fill in at least the mandatory fields.
- To enter another data record, click on the button **Add**.
- To save the data, click on the button **OK**.

The additional duty references or the document are displayed in the corresponding table.


11. To enter summary completions, click on the tab **Preceding Papers**. Proceed as follows:
  - a) In the field **Prev. Doc. Type** select the value **337**.
  - b) Select the button **Type of Identification**.
  - c) Click on the icon .
 

The window **Available Depositings** opens.
  - d) To restrict the display of ATB numbers, enter search criteria. Click on the button **Search**.
 

The ATB numbers are displayed in the table.
  - e) You have several options:
    - To select an ATB number, select the ATB number in the table.
    - To select several ATB numbers, hold down the button CTRL and select several ATB numbers.
    - To select several consecutive ATB numbers, highlight the first ATB number, press and hold the Shift button and select the last ATB number.
  - f) Click on the button **OK**.
 

The completions are displayed in the table.
  - g) Alternatively, you can enter an ATB number. Click on the icon . Fill in at least the mandatory fields. To enter another ATB number, click on the button **Add**. To save the ATB number, click on the button **OK**.

The completions are displayed in the table.
12. Click on the tab **Goods Items**.
 


The overview of all positions of this dossier is displayed.
13. Click on the icon .
 


A new position is created.
14. 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.

Field	Description
<b>Commodity Code</b>	6-digit commodity code according to customs tariff
<b>Description</b>	Description of the goods
<b>No. of Packages</b>	Number of packages of the position
<b>Gross Weight</b>	Gross weight (gross weight/weight of the goods including packaging) of the goods item in kilograms
<b>Value</b>	The invoice price of the goods declared for this position in the currency owed. The value of the goods in the customs declaration must not exceed EUR 150.
<b>Delivery cost</b>	Transportation costs. If the cost of transportation is the same for all goods items, fill in the field at head level. If the cost of transportation is different for all goods positions, fill in the field per position.
<b>EuTax reduction</b>	Type of sales tax (EUST) reduction.
<b>Special quantity</b>	Supplementary units
<b>Commercial reference number</b>	Unique Consignment Reference Number (UCR), a unique identification of the shipment. If the reference number is the same for all positions, fill in the field at head level.


Field	Description
Additional Remarks	Additional information on the position, for example handling instructions. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
National Code	EU code. Enter the EU code <b>C07</b> or <b>C08</b> uniformly for all goods items. The codes must not be mixed. If you have entered the EU code <b>C07</b> , also enter the EU code <b>F48</b> or <b>F49</b> uniformly.  If the field <b>Duty reference number</b> on the tab <b>General</b> is filled, the EU codes <b>C07</b> and <b>F48</b> must be entered for all goods items.


 **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 14.



15. To enter additional references, open the References tab and click on the icon **+**.
16. To save the customs declaration, click in the area **...** **Actions** on the entry  **Save**.  
The customs declaration is displayed in the overview **Customs declarations**.

 **Tip:**


- The customs declaration is automatically saved when it is sent.
- As long as the customs declaration has not been sent, you can change the customs declaration type. This allows you to change a preliminary customs declaration to a final customs declaration or vice versa. To change the customs declaration type, select the customs declaration in the overview **Customs declarations** and click in the area **...** **Actions** on the entry → **Change Declaration Type**. You can switch between the following customs declaration types:
  - **PKDC**
  - **PPDC**

17. To send the customs declaration, click in the area **...** **Actions** on the entry  **Send**.
18. Close the customs declaration.
19. Check the customs declaration for responses. The current status is displayed in the **Status** column of the **Customs declarations** overview. You can find further information on the tab **Messages & Status** of the customs declaration.

 **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 16.

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

If the customs declaration is error-free, customs will send an APK notification message with an ATX number. The status of the customs declaration changes to **Notification Dues**. You can print the APK notification message sent by customs.

 **Tip:** You can find instructions on how to print the APK notification message in the chapter [Print or email a document](#) on page 17.

1.2 PPDC - Creating a Preliminary Courier mail declaration (IMPOST)

This chapter describes how to create a Preliminary Courier mail declaration (IMPOST).



**Restriction:**

- To be able to participate in the IOSS procedure under customs law, you must have registered via the Federal Central Tax Office and received an IOSS registration number.
- To create a customs declaration, you need at least the following permissions:
  - **CustomsDeclarationIMPOST > personInChargeDE**
  - **Customer > show**

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



**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: PPDC, 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.

Field	Description
<b>Customs Office</b>	Responsible customs office where the customs declaration will be cleared.
<b>Representative relationship</b>	Status code of the representative
<b>Consignor/Exporter</b>	Address of the consignor/exporter of the goods
<b>Consignee/Importer</b>	Address of the consignee/importer of the goods
<b>Declarant</b>	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).
<b>Delivery cost</b>	Transportation costs. If the cost of transportation is the same for all goods items, fill in the field at head level. If the cost of transportation is different for all goods positions, fill in the field per position.
<b>Input Tax Ded.</b>	Input tax deduction
<b>Commercial reference number</b>	Unique Consignment Reference Number (UCR), a unique identification of the shipment. If the reference number is the same for all positions, fill in the field at head level.






Field	Description
Duty interested party	Address of the taxable person
Duty reference number	Reference number for additional duty references. Enter a valid IOSS registration number. The IOSS registration number has the format FR5IM1234567890. If the field is filled in, the EU codes <b>C07</b> and <b>F48</b> must be entered for all goods items.
Function code	Display of the function code for additional duty references
Payment Method	Payment type


9. If you have selected one of the values **E** or **G** in the field **Payment Method** you must enter details of the deferment account. You have several options.




**Important:**

- Deferment accounts must be created in the master data for an economic operator. You can find instructions in the chapter [Creating a deferment account](#) on page 10.
- You may only enter one deferment account.



- Depending on the EORI numbers entered, DAKOSY GE can preallocate which deferment accounts can be used. To execute the preallocation, click on the icon .
  - To have the deferral accounts determined automatically, activate the check box **Automatic determination deferment account**.
  - To select a deferment account manually, click on the icon .
10. To enter additional duty references or documents, click on the tab **Further Details**. Proceed as follows.
- To enter additional duty references or documents, click in the table **Additional duty references** or **Documents** on the icon . The window **Edit additional duty reference** or **Edit a Document** opens.
  - Fill in at least the mandatory fields.
  - To enter another data record, click on the button **Add**.
  - To save the data, click on the button **OK**. The additional duty references or the document are displayed in the corresponding table.
11. To enter summary completions, click on the tab **Preceding Papers**. Proceed as follows:
- In the field **Prev. Doc. Type** select the value **337**.
  - Select the button **Type of Identification**.
  - Click on the icon . The window **Available Depositings** opens.
  - To restrict the display of ATB numbers, enter search criteria. Click on the button **Search**. The ATB numbers are displayed in the table.
  - You have several options:
    - To select an ATB number, select the ATB number in the table.
    - To select several ATB numbers, hold down the button CTRL and select several ATB numbers.
    - To select several consecutive ATB numbers, highlight the first ATB number, press and hold the Shift button and select the last ATB number.
  - Click on the button **OK**. The completions are displayed in the table.
  - Alternatively, you can enter an ATB number. Click on the icon . Fill in at least the mandatory fields. To enter another ATB number, click on the button **Add**. To save the ATB number, click on the button **OK**. The completions are displayed in the table.
12. Click on the tab **Goods Items**. The overview of all positions of this dossier is displayed.

13. Click on the icon .  
A new position is created.
14. 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.

Field	Description
<b>Commodity Code</b>	6-digit commodity code according to customs tariff
<b>Description</b>	Description of the goods
<b>No. of Packages</b>	Number of packages of the position
<b>Gross Weight</b>	Gross weight (gross weight/weight of the goods including packaging) of the goods item in kilograms
<b>Value</b>	The invoice price of the goods declared for this position in the currency owed. The goods value of the customs declaration must not exceed 150 euros.
<b>Delivery cost</b>	Transportation costs. If the cost of transportation is the same for all goods items, fill in the field at head level. If the cost of transportation is different for all goods positions, fill in the field per position.
<b>EuTax reduction</b>	Type of sales tax (EUSt) reduction.
<b>Special quantity</b>	Supplementary units
<b>Commercial reference number</b>	Unique Consignment Reference Number (UCR), a unique identification of the shipment. If the reference number is the same for all positions, fill in the field at head level.
<b>Additional Remarks</b>	Additional information on the position, for example handling instructions. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
<b>National Code</b>	EU code. Enter the EU code <b>C07</b> or <b>C08</b> uniformly for all goods items. The codes must not be mixed. If you have entered the EU code <b>C07</b> , also enter the EU code <b>F48</b> or <b>F49</b> uniformly.  If the field <b>Duty reference number</b> on the tab <b>General</b> is filled, the EU codes <b>C07</b> and <b>F48</b> must be entered for all goods items.



**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 14.

15. To enter additional references, open the References tab and click on the icon .
16. To save the customs declaration, click in the area **...** **Actions** on the entry  **Save**.  
The customs declaration is displayed in the overview **Customs declarations**.

**Tip:**

- The customs declaration is automatically saved when it is sent.
- As long as the customs declaration has not been sent, you can change the customs declaration type. This allows you to change a preliminary customs declaration to a final customs declaration or vice versa. To change the customs declaration type, select the customs declaration in the overview **Customs declarations** and click in the area ... **Actions** on the entry → **Change Declaration Type**. You can switch between the following customs declaration types:
  - **PKDC**
  - **PPDC**

17. To send the customs declaration, click in the area ... **Actions** on the entry **Send**.
18. Close the customs declaration.
19. Check the customs declaration for responses. The current status is displayed in the **Status** column of the **Customs declarations** overview. You can find further information on the tab **Messages & Status** of the customs declaration.



**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 16.



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

If the customs declaration is error-free, customs will send an APK (courier mail acknowledgement (APK)) with an ATX number. You can print the APK decision message with the ATX number sent by customs.



**Tip:** Instructions for printing the decision message can be found in the chapter [Print or email a document](#) on page 17.

20. You must confirm the preliminary APK after the presentation of the commodities. For the confirmation, you can change completions or enter new completions. Open the customs declaration from the overview **Customs declarations** with a double-click.
21. To enter summary completions, click on the tab **Preceding Papers** and fill in the corresponding fields.
22. In the area ... **Actions** click on the entry **Confirm customs declaration**. The window **Send Customs Declaration** opens.
23. Click on the button **OK**.
24. Close the customs declaration.  
If the customs declaration is error-free, customs will send an APK notification message with the associated ATX number. The status of the customs declaration changes to **Notification Dues**. You can print the APK notification message sent by customs.



**Tip:** You can find instructions on how to print the APK notification message in the chapter [Print or email a document](#) on page 17.

## 2 Creating a deferment account

This chapter describes how to create a deferment account for an economic operator.



**Restriction:** To create a deferment account, you need at least the permission **DefermentAccount > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator with a double-click.  
The **Economic Operator** tab opens.
3. Click on the **Deferment account** tab.
4. To create a new deferment account, click on the icon **+**.  
The **Deferment account** window opens.
5. Fill in the fields **Country** and **Account type**. Click on the button **OK**.



**Tip:** Depending on the country specified, different values can be selected in the **Account type** field.

Depending on the account type selected, the tab for the account type opens.

6. Fill in at least the mandatory fields. You will find all the necessary information on your letter from customs.
7. To create a deferment account for Germany, proceed as follows.
  - a) Fill in the following fields:


Field	Description
<b>Deferment Account</b>	Account number of the deferral account
<b>Deferment Type</b>	Type of deferral account
<b>own flag</b>	Type of deferral request
<b>Office</b>	The federal cash office, the central customs office, for example "HH" for Hamburg.
<b>BIN</b>	Deferral user identification number provided by the central customs office
<b>BIN repetition</b>	Re-enter the deferral user identification number provided by the central customs office to check the entry.
<b>Description</b>	Free description of the deferral account



**Important:** Enter the BIN twice.

- b) To create a new restriction, click on the icon **+** in the **Restrictions** table.  
A window opens.
  - c) Fill in at least the mandatory fields.
    - To include a branch, select the value **Einschluss** for the field **Type**.
    - To exclude a branch, select the value **Ausschluss** for the field **Type**.
  - d) Click on the button **OK**.  
The restriction is displayed in the area **Restrictions**.
8. To create a deferment account (single administrative document) for Germany, fill in the following fields:

Field	Description
Office	The federal cash office, the central customs office, for example "HH" for Hamburg.
Account Number	Account number of the tax account
own flag	Type of deferral request
Description	Free description of the deferral account

9. Click on the entry  **Save** in the area ... **Actions**.  
The deferment account is displayed in the **Trader/Deferment account** tab.

2.1 Editing a deferment account

This chapter describes how to edit a deferment account for an economic operator.



**Restriction:** To edit a deferment account, you need at least the permission **DefermentAccount > create**.

As long as a deferment account has not yet been used (referenced), you can, for example, change the code for the central customs office or add a note. No successor account needs to be created for this. If the deferment account is already referenced, you can proceed as follows:

- 1. The deferment account must be deleted from the customs declarations in which it has already been used, if this is still possible (for example, in the event of an ATLAS error).
- 2. The economic operator and the deferment account must be checked. If there is no longer a referencing, the account can be edited.



**Important:** If the BIN changes, a successor account must be created. You can find instructions on how to create a successor account in the chapter *Creating a successor account* on page 12.

- 1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
- 2. Open the economic operator with a double-click.  
The **Economic Operator** tab opens.
- 3. Click on the **Deferment account** tab.
- 4. Double-click the deferment account you want to edit.  
The **Deferment Account** tab opens.
- 5. Alternatively, open the deferment account as follows:
  - a) Select the menu entry **Maintenance > Customs > Deferment account**.  
The **Deferment account** tab opens.
  - b) Double-click the deferment account you want to edit.  
The **Deferment Account** tab opens.
- 6. If required, change the fields **Authorization place** and **Comments**.

Field	Description
Office	The federal cash office, the central customs office, for example "HH" for Hamburg.
Comments	Free text field

7. To save the deferment account, click on the entry  **Save** in the area ... **Actions**.

## 2.2 Creating a successor account

This chapter describes how to create a successor account for a deferment account. Deferment accounts already in use may not be changed. If the BIN changes, a successor account must be created.



**Restriction:** To create a successor account, you need at least the permission **DefermentAccount > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator with a double-click.  
The **Economic Operator** tab opens.
3. Click on the **Deferment account** tab.
4. Double-click the deferment account for which you want to create a successor account.  
The **Deferment Account** tab opens.
5. Alternatively, open the deferment account as follows:
  - a) Select the menu entry **Maintenance > Customs > Deferment account**.  
The **Deferment account** tab opens.
  - b) Double-click the deferment account for which you want to create a successor account.  
The **Deferment Account** tab opens.
6. Click on the entry **Create succeeding deferment account** in the area **Related actions**.  
The **create successor account** window opens.
7. Change the data if required.

Field	Description
<b>valid from (old)</b>	Original date from which the deferment account was valid
<b>valid to (old)</b>	Original date until which the deferment account was valid
<b>valid from (new)</b>	New date from which the deferment account is valid
<b>valid to (new)</b>	New date until which the deferment account is valid

8. Click on the **OK** button.  
The **create successor account** window closes. The values of the fields **valid from (new)** and **valid to (new)** have been transferred to the **valid from** and **valid to** fields.
9. Change other fields if required.
10. To save the successor account, click on the entry **Save** in the area **... Actions**.  
The deferment account is displayed in the **Trader/Deferment account** tab.

### 3 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
<b>Article Code</b>	The article code identifies an article. The same article code may not be used for different articles.
<b>Item number</b>	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.
<b>Nature of goods</b>	Description of an article. The description is used on certain documents, for example customs declarations.
<b>Owner of goods</b>	The customer (owner) of the item. Referenced to the master data customer/address.
<b>Valid from</b>	Date from which the item can be used.
<b>Valid to</b>	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 <b>Article Code</b> field.
<b>Volume per package</b>	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.
- Fill in at least the mandatory fields.
  - 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:
- In the **Customs goods description (Translations)** area, click on the icon **+**.  
The **Edit translation** window opens.
  - Fill in at least the **Language** and **Translation** fields.
  - 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:
- Click on the tab of the corresponding country.
  - Click on the **Documents** tab.
  - Click on the icon **+**.  
The **Edit a Document** window opens.
  - 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:
- Click on the **Switzerland** tab.
  - Click on the **Import** tab.
  - In the **Additional Taxes** area, click on the icon **+**.  
The **Edit Additional Tax** window opens.
  - 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.

### 3.1 Creating an article (fast entry)

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

- Select the menu entry **Maintenance > Commodity codes**.  
The **Commodity codes** overview opens.
- 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
<b>Article Code</b>	The article code identifies an article. The same article code may not be used for different articles.
<b>Item number</b>	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.
<b>Owner of goods</b>	The customer (owner) of the item. Referenced to the master data customer/address.
<b>Valid from</b>	Date from which the item can be used.
<b>Valid to</b>	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 <b>Article Code</b> field.
<b>Nature of goods</b>	Description of an article. The description is used on certain documents, for example customs declarations.
<b>Inventory unit</b>	Unit of measurement under which the item is listed in the customs warehouse inventory.
<b>Batch management required</b>	If the check box is activated, the item is subject to batch duty.
<b>Tariff no.</b>	8-digit customs tariff number of the Combined Nomenclature/Tares
<b>Taric</b>	The 9th and 10th digit of the customs tariff number (TARIC)
<b>National</b>	The 11th, purely national digit of the total customs tariff number
<b>Valid from</b>	Date from which the commodity code can be used.
<b>Valid to</b>	Date up to which the commodity code can be used.
<b>Supplement</b>	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.

## 4 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.

## 5 Print or email a document

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

You have selected a dossier or a document.



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

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




**Tip:** You can also print older messages for a customs declaration. You can find instructions on printing a message in the chapter [Printing or emailing a message](#) on page 18.


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

Field	Description
<b>Available Document Types</b>	<p>The table is only displayed if several document types are available for the selected document.</p> <ul style="list-style-type: none"> <li>• <b>Forms</b> are manually created documents, for example shipments, customs declarations and customs returns, for example findings.</li> <li>• <b>Documents</b> are automatically created documents, for example export accompanying documents. Previously created documents are also listed. The <b>Timestamp</b> column shows the creation time of the document. The documents can also be found in the document filing.</li> </ul>

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

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


5.1 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 17 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
<b>Preview</b>	The document is displayed as a PDF file in Adobe Acrobat Reader.
<b>Save document</b>	The document is saved and archived in the document filing system.
<b>Language</b>	Language in which the document is output
<b>print</b>	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection <b>print</b> 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 <b>OK</b> . The document is printed directly on the corresponding printer.
<b>Printer</b>	Name of the printer on which the document will be printed
<b>Copies</b>	Number of copies to be created.
<b>Tray (1. page)</b>	Name of the paper tray that is addressed for the 1st page
<b>Tray (following pages)</b>	Name of the paper tray that is addressed for the following pages
<b>Scale</b>	How should the page be customized?
<b>Two-Sided printing</b>	Should double-sided printing be used?
<b>Email</b>	The document is consigned as a PDF file attached to an email.
<b>Email to</b>	Email address of the recipient
<b>Email cc</b>	Email address of the consignee of a copy
<b>Email bcc</b>	Email address of the consignee of a blind copy
<b>Subject</b>	Subject of the email
<b>Text</b>	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  <b>Open text dialog</b> 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 %**.

## 6 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](mailto:servicedesk@dakosy.de)
- [Contact form](#)

### Technical questions customs

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