



Import Germany - import declaration 3.7

Training Material
DAKOSY GE 2024.2
Release Date 2025/02

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Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] www.zoll.de

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1 Import Germany

This chapter describes the import procedure in Germany.

Goods can be imported using the standard procedure or the simplified procedure. Simplified procedures must be authorized by the central customs office. The following simplified import procedures are available:

- Simplified declaration procedure
- Local clearance procedure

The standard procedure is declared in DAKOSY GE with the following customs declaration types:

- IMDC (import declaration (final))
- IPDC (import declaration (preliminary))

The simplified procedure is declared in DAKOSY GE with the following customs declaration types:

- IMDS (simplified customs declaration or local clearance procedure)
- IPDS (simplified customs declaration (preliminary))
- IMXS (supplementary customs declaration)



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

2 Import declaration (final)

The import declaration is sent to customs after the goods have been presented at the customs office. In DAKOSY GE, you carry out the declaration with the customs declaration type IMDC.

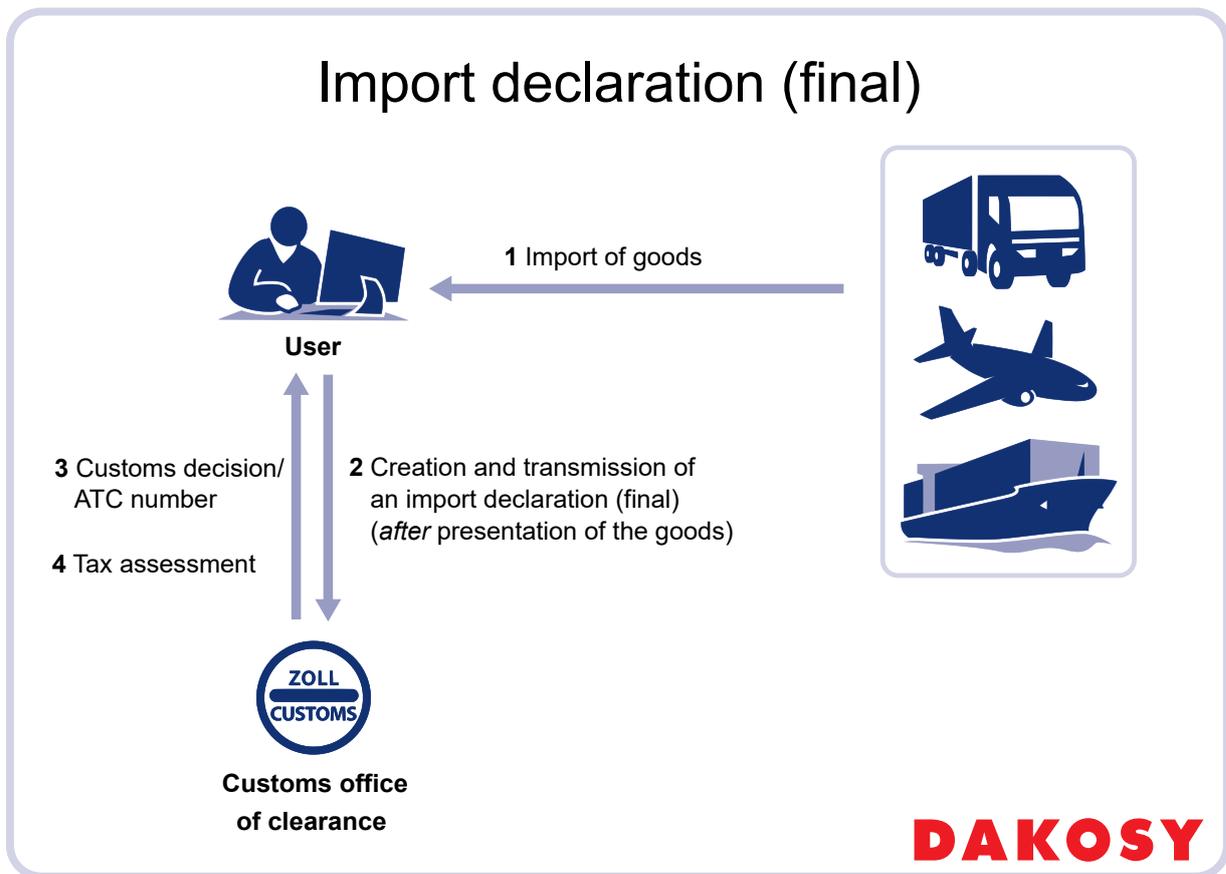


Figure 1: Import declaration (final)

1. Goods are imported.
2. After the goods have been presented, the user creates an import declaration and sends it to the customs office of clearance.
3. The user receives a customs decision and an ATC number from the customs office of clearance.
4. The user receives a tax assessment from the customs office of clearance.

2.1 IMDC - Create final customs declaration (EZA)

This chapter describes how to create a final customs declaration (EZA) for Germany.



Restriction: To create a customs declaration, you need at least the following permissions:

- **CustomsDeclarationIMPORT > personInChargeDE**
- **Customer > show**

1. Select the menu entry **Start > ☯ Customs declarations**.
2. In the **Related actions** area click on the **+ Create customs declaration** entry. The **New Customs Declaration** window opens.
3. Select the customs procedure **IMPORT**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **IMDC - Import Declaration Complete (final)**.
6. Enter a unique **Reference-Number**.

 **Tip:**

- To automatically generate a serial number, click on the  button. The number can be included in a sequence of digits and/or letters.
- Only the following characters and special characters are permitted in a reference number: capital letters (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- You can use the **Template** field to select a template from which the data is transferred to your customs declaration.

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

Field	Descripton
Total Gross Weight	Total gross weight of all packages
Customs Office	Responsible customs office where the customs declaration will be cleared.
Country of Dispatch	Country from which the goods are consigned.
Federal State	Federal state in which the goods will be sent to their destination.
incomplete decl.	Is this an incomplete customs declaration?
Customs State	What is the customs status of the goods?
Statistical State	What is the statistical status of the goods?
Decl. Proc. Code	Declared procedure
D.V.1. Mark	Is information on the D.V.1 customs value declaration required? According to the UCC, a customs value declarant is required if the customs value of the imported goods per consignment exceeds the value of EUR 20,000.
Calculate Customs Value	If you activate the check box, the sum insured is automatically calculated in the D.V.1 data of the position. The requirement is that you have stored the customs attribute Transport insurance GER in the address master.
Repres. Type of Declarant	Type of representative
Cons. = Decl.	If the recipient and the declarant are the same person, select the value Yes .
Input Tax Ded.	Input tax deduction

Field	Descripton
Consignor	Address of the consignor of the goods. The consignor is the party dispatching the goods in accordance with the contract of carriage. The field must be completed in the following cases: <ul style="list-style-type: none"> In the Security field (General tab), the value 2 has been entered. The consignor is not the same as one of the other participants. The consignor is known to the technical creator of the export declaration.
Consignee	Address of the consignee of the goods item
Agent of Declarant	Address of the representative of the declarant of the goods
Payment Method	Payment method. If you select the value E or F , you must enter details of the deferment account on the tab Further Details .
Business Type	Nature of transaction
Delivery Terms	Type of terms of delivery according to Inco term. The value XXX means that the conditions contained in the contract must be specified exactly. If the terms of delivery are the same for all goods items, fill in the field at head level. If the terms of delivery are different for all goods positions, fill in the field per position.
Location	Destination or point of departure to which the terms of delivery apply.
Key	Key of the terms of delivery
Currency	ISO code of the currency
Inland conveyance ID	License plate or name of the means of transport on arrival (SAD box 18; MZSW Title II, section III)
Border Transport Mode	Mode of transport of the active crossing border means of transport
Type of Transport	Type of crossing border active means of transport
Automatic Sending	If the transit declaration data is to be sent automatically to the Import Message Platform (IMP), select the value Yes .
Email combo cus. dec./ tax assessment	Recipient email address to which the combined document customs declaration/tax assessment is sent. To be able to send the combined document, the Send email incl. document to email addresses specified in customs declaration action must be stored in the event handling of the company or organization unit. You can enter several email addresses separated by commas (up to 4096 characters).

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

 **Important:** The document area is not shown as a mandatory field in the ATLAS procedure. Enter the document code 4/N380 (commercial invoice), the invoice number and the date of the invoice for payments of duty on normal purchase transactions and when specifying a customs value. Failure to do so may result in rejection by customs during clearance.

- a) If required, fill in the **Additional Remarks** field.
 - b) To acquire containers or documents, click in the **Containers** or **Documents** table on the icon +.
The **Edit a Containernumber** or **Edit a Document** window opens.
 - c) Fill in at least the mandatory fields.
 - d) To acquire another data record, click on the **Add** button.
 - e) To save the data, click on the **OK** button.
- 10.** To acquire additional duty references, proceed as follows.
- a) In the **Additional duty references** tab, click on the icon +.
The **Edit additional duty reference** window opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

 **Tip:** If you fill in the **Duty interested party** field and the fields **Reference number** and **Function code** in the master address data are filled, the data is taken from the master address data. The **Reference number** field is sent to ATLAS with the customs declaration.

Field	Descripton
Duty interested party	Address of the taxable person
Reference number	The reference number specifies additional duty references, for example the VAT identification number of the importer, the fiscal representative, the acquirer or the IOSS reference number in the IOSS (Import-One-Stop-Shop) procedure. It contains the function code for the role of the person involved. Example: FR1DE123456789 (FR1 = importer, DE123456789 = VAT number)
Function code	The function code indicates the role of the tax operator, which is specified in the reference number. Possible values are: <ul style="list-style-type: none"> • FR1 = importer • FR2 = acquirer • FR3 = fiscal representative • FR5 = Seller (for IOSS)

- c) To enter additional duty references, click on the **Add** button.
 - d) To save the additional duty references, click on the **OK** button.
- 11.** If you have selected one of the values **E** or **F** in the **Payment Method** field on the **General** tab, you must enter details of the deferment account. Click on the **Deferment Accounts** tab. 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 31.

- Depending on the EORI numbers entered, DAKOSY GE can preallocate which deferment accounts can be used. To perform the preallocation, click on the icon ∞.

- To have the deferral accounts determined automatically, activate the check box **Automatic determination deferral account**.
 - To select deferral accounts manually, click on the icon +.
12. To acquire previous documents, click on the **Preceding Papers** tab and select the **Prev. Doc. Type**. You have several options:
- To enter summary completions, select the value **ATNEU** in the **Prev. Doc. Type** field. You can find instructions on how to acquire summary completions in the chapter [Recording completions for summary declaration](#) on page 34.
 - To terminate the customs warehouse in clearance for free circulation, select the the value **AT-ZL** in the **Prev. Doc. Type** field. You can find instructions on how to acquire warehouse completions in the chapter [Recording warehouse completions](#) on page 35.
 - To acquire completions AV, select the value in the field **Prev. Doc. Type** the value **AT-AV**. You can find instructions on how to acquire AV completions in the chapter [Recording AV completions](#) on page 34.

The mandatory fields change depending on the previous document type.

13. To enter general data for the customs value declarant, click on the **DV1** 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	Descripton
D.V.1. Mark	Is information on the D.V.1 customs value declaration required? According to the UCC, a customs value declarant is required if the customs value of the imported goods per consignment exceeds the value of EUR 20,000.
Relatedness Details	<ul style="list-style-type: none"> • Mark indicating the relationship between seller and buyer. For values 1 and 2, you must enter an explanation of the relationship in the following field. • More detailed information on the specified relationship.
Restrictions as to the Disposition by	Restrictions on the use of the authorization. A restriction is set up for a commodity code or a country. If a restriction exists, a warning or error is displayed when you attempt to send.
Price subject to some condition	Are there any conditions or special services? If you select the value Yes you must fill in the field Condition Details .
License Costs	Are there any license fees? If you select the value Yes you must fill in the field Circumstances .
Sale Subject to the Proceeds	Is the purchase transaction linked to an agreement under which part of the proceeds from resales, other releases of goods or uses directly or indirectly benefit the seller? If you select the value Yes you must fill in the field Circumstances .
Calculate Import Tax Costs	The check box is activated by default. If you want to switch off the automatic calculation of import tax costs, deactivate the check box. Manual calculation of import tax costs can be useful for example when calculating air freight costs.

 **Important:** The customs office may dispense with the submission of a D.V.1 in the following cases:

- The customs value cannot be determined using the transaction value method in accordance with Art. 69 UCC.
- According to Art. 6 No. 5 a) UCC-TDA and Annex B, Chapter 3, Section 2, Note 20 UCC-DA: The customs value of the goods does not exceed EUR 20,000 per consignment, unless it concerns multiple consignments or a partial consignment from the same consignor to the same consignee.

 **Tip:**

- If you enter a value in the fields **IATA Airport** or **Place of Dispatch** this data is transferred to the items that still need to be entered when a new customs declaration is created. If the fields remain empty, you can transfer the data to all items on the tab **Item Details/DV1** . To transfer the data, right-click in the field. Select the entry  **Distribute to all DV1 items** from the context menu.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill in the field **Place of Dispatch**.

14. Record the cost items in the position. You have several options:
- Record the cost items on the **Item Details/DV1** tab.
 - Have cost items determined automatically using cost distribution.
 - Transfer cost items from a DV1 cost template.
15. To transfer cost items from a DV1 cost template, click in the **...** **Actions** area on the **enrich DV1-Costs** entry.
If there are DV1 cost templates that meet the conditions, the DV1 costs are generated and displayed on the **Item Details/DV1** tab in the **DV1 Cost Items** area.

 **Important:** If there is already a cost distribution for the specified charge code, the DV1 cost template is ignored.

 **Tip:** Further information on the DV1 cost template can be found in the chapter [DV1 cost templates](#).

16. Click on the **Goods Items** tab.
The overview of all positions for this dossier is displayed.
17. Click on the icon .
A new position is created.
18. 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	Descripton
Commodity Code	Commodity code according to customs tariff
Description	Description of the goods
Net Weight	Net weight (net weight/weight of the goods without packaging) of the goods item in kilograms
Gross Weight	For the import, the gross weight is entered at head level. Fill in the field Total Gross Weight on the tab General . The field must remain empty at item level.

Field	Description
Pieces	Number of packages of the position
Type	Code of the packaging type. Valid values can be found via the search.
Marks	Marking on the package
Preceding Proc.	Previous customs regulation of the position, for example 00 - kein vorangegangenes Verfahren .
National Code	Specification of a Community procedure. Depending on the selected procedure, if required, also fill in the Tax Type field.
Tax Type	Mark for controlling the collection of import VAT and excise duties. The field may only be filled if a corresponding procedure has been selected in the field National Code . If required, check the customs code list I0100.
Customs Value	Customs value
Import Tax Costs (man.)	This field is used to record additional cost factors that are attributable to import tax costs. For example, this may be necessary for anti-dumping or inward processing. Enter the domestic transportation costs for FOB deliveries in this field.
Statistical Value	Statistical value
Manual entry	If you want to enter the statistical value manually, activate the check box.
Item Price	The invoice price of the goods declared for this position in the currency owed. When creating a new customs declaration, the value of the Invoice Price field of the General tab is transferred to the Item Price field of the 1st position. If several different positions are acquired, the value for all other positions must be changed manually.
Manual entry	If you want to enter the item price manually, activate the check box.
Country of origin	Country code of the country of origin of the goods. Fill in the field if the value in the field Pref. Type is 100.
Pref. Type	A preference type can be indicated, for example third country customs or general preference (GSP). This information is relevant for the levying of duties.
Preferential country of origin	Country code of the country of origin of the preference or the geographical area named in the certificate of origin. The field must be filled if the value in the field Pref. Type is greater than or equal to 200.

 **Tip:**

- You can create an article from the **Article Code** field. You can find instructions in the chapter *Creating an article (fast entry)* on page 44.
- If you enter a preference type starting with 2, 3 or 4, you must enter evidence of direct consignment. To record evidence of direct consignment, click on the tab **Item Details/Documents** and add the document 4 / 7_{HHF}.
- Instructions for the acquisition of enclosures can be found in the chapter *Enter enclosure* on page 28.

19. To acquire additional information (for example information on tobacco tax, handling instructions), click on the **Item Details/Further Details** tab.

 **Tip:**

- If tobacco tax is paid through the use of tax stamps during clearance for free circulation of tobacco products, enter in the field **Tobacco Duty ID** the number on the tax stamp.
- Enter handling instructions for the position in the field **Additional Remarks**.
- If the good contains milk, flour or sugar, the duty rate depends on the recipe of the product. You can have the supplement calculated for this good. You can find instructions in the chapter *Calculating the supplement* on page 38.
- The indication of ingredients is only permitted if the field **customs quantity** is filled in.

Proceed as follows:

- If required, click on the icon **+** in the corresponding table.
A window opens.
- Fill in at least the mandatory fields.
- To acquire another data record, click on the **Add** button.
- To save the data, click on the **OK** button.

20. To enter processing charges or special case data, click on the **Item Details/Special Case Data, PV** tab.

Field	Descripton
Inward Prov. Value Inc.	The processing fee or the increase in value (according to the currency indicator) as the assessment base for calculating the sales tax on re-importation after outward processing (Section 11 UstG).

Proceed as follows:

- In the **Special Case Data** table, click on the icon **+**.
The **Edit special case data** window opens.
- Fill in at least the mandatory fields.
- To acquire another special case, click on the **Add** button.
- To save the special case data, click on the **OK** button.

21. To acquire documents, click on the **Item Details/Documents** tab.

 **Tip:**

- For preferential customs clearance, enter the proof of preference, for example a movement certificate. Failure to do so may result in discrepancies in the levying of duties by customs during clearance.
- Depending on the ECT, a warning may be displayed for specifying a Y document (for example 5/Y922). This warning does not mean that you have to specify a coding. If in doubt, clarify the specification of the document with your responsible customs office.
- To enter documents for multiple positions, click on the icon  in the overview of positions. You can find instructions on distributing documents in the chapter *Distribute documents* on page 41.

Proceed as follows:

- a) Click on the icon .
The **Edit a Document** window opens.
 - b) Fill in at least the mandatory fields.
 - c) To acquire another document, click on the **Add** button.
 - d) To save the document, click on the **OK** button.
- 22.** To acquire dimensions for packages, click on the **Item Details/Dimensions** tab. Proceed as follows:
- a) Click on the icon .
 - b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Descripton
Pieces	Number of pieces
Length	Length in cm
Width	Width in cm
Height	Height in cm
Over all	If the check box is activated, the dimensions were taken over all.
Volume	Display of the volume in m ³ . The value is calculated automatically when the dimensions are entered.

- c) To acquire additional dimensions, click on the **Add** button.
 - d) To save the dimensions, click on the **OK** button.
- 23.** To enter cost items depending on the transport type and terms of delivery, click on the **Item Details/DV1** tab.

 **Important:** You only need to enter the costs if you have selected the field **D.V.1. Mark** on the tab **DV1** with the value **1 = Angaben zur D.V.1 vorhanden**.

Proceed as follows:

- a) Click on the icon .
- b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
IATA Airport	IATA code of the departure airport. An entry in this field is evaluated as a request for a split of the air freight costs in accordance with Annex 23-01 UCC. The value of the field is taken from the header data. If the field is not filled, the air freight costs (charge code LK) are not split.
Import Tax Costs (man.)	This field is used to record additional cost factors that are attributable to import tax costs. For example, this may be necessary for anti-dumping or inward processing. Enter the domestic transportation costs for FOB deliveries in this field.
Import Tax Costs (autom.)	The import tax costs determined from the D.V.1 data are displayed in this field. The value cannot be changed.
Import Tax Costs (Sum)	In this field, the sum of the Import Tax Costs (man.) and Import Tax Costs (autom.) fields is displayed. The value is transmitted to ATLAS.



Tip:

- Enter the data as follows:
 - Enter the **Cost Type 010 - Lieferkosten bis Ort des Verbringens (Beförderung)** as an overhead.
 - Enter the **Cost Type 014 - Beförderungskosten nach Ankunft am Ort des Verbringens** as a deduction.
 - Enter insurance premiums and loading costs as surcharges.
 - Enter anti-dumping duty or duty and tax for DDP deliveries as a deduction.
- If you have cost items that are to be distributed across all positions, use the cost distribution. You will find this on each position and can call it up via the icon .
- For the conversion rates, you can select the **Rate Type**.
- If you do not want to send a D.V.1 to customs, but want to use the functionality to calculate the customs value, click on the tab **General** and activate the check box **Calculate Customs Value** check box on the **General** tab.

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



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 (preliminary) 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:
 - **IMDC - Import Declaration Complete (final)**
 - **IPDC - Import Declaration Preliminary**

25. To send the customs declaration, click on the **Send** entry in the **...** **Actions** area.
26. Close the customs declaration.
27. 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 **Messages & Status** tab 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 46.



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 a release of goods with an ATC number and a tax assessment. The status of the customs declaration changes to **Decision Licence To Import** and **Notification Dues**. You can print out the tax assessment sent by customs.



Tip: You can find instructions on printing the tax assessment in the chapter [Printing or emailing a document](#) on page 47.

3 Import declaration (preliminary)

An import declaration (preliminary) is a customs declaration that was submitted to the customs office a maximum of 30 days before the presentation of the goods.

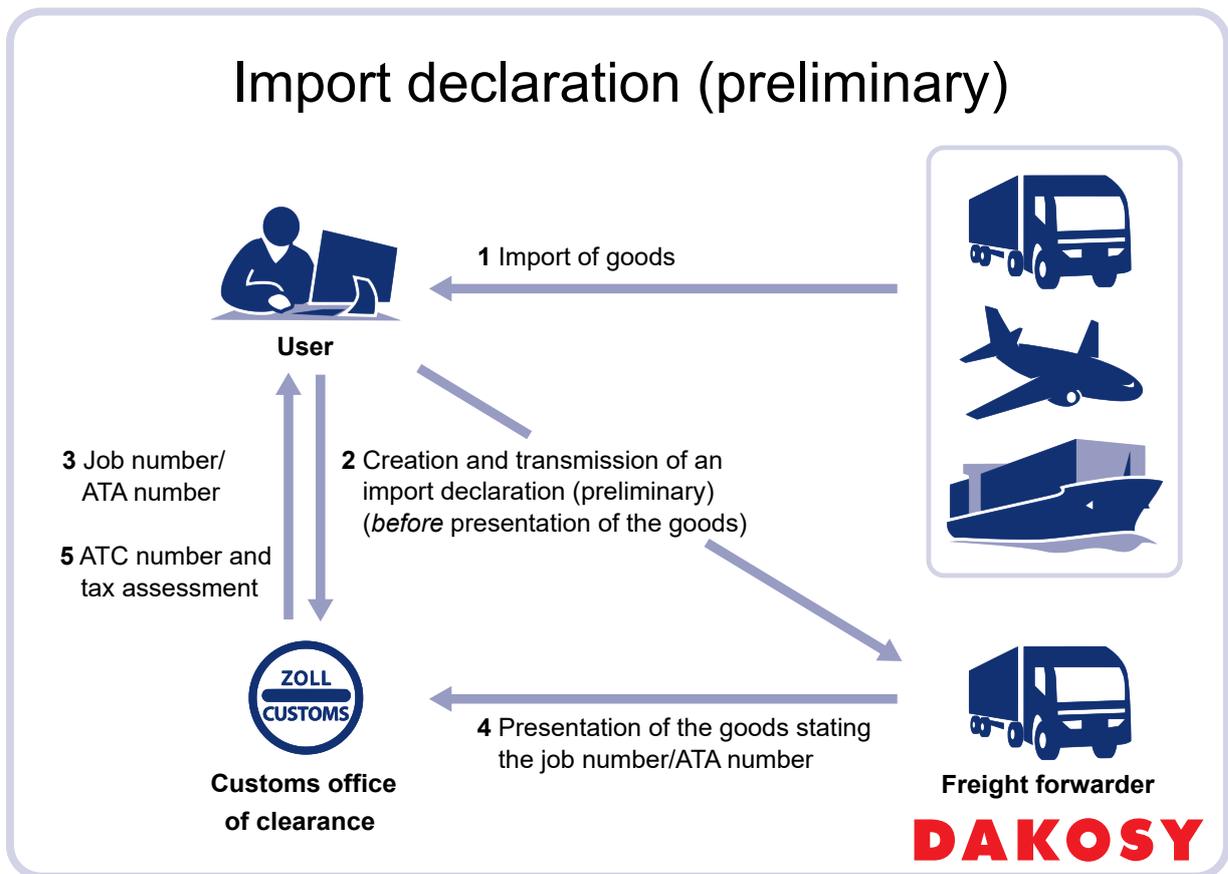


Figure 2: Import declaration (preliminary)

1. Goods are imported.
2. The user creates an import declaration (preliminary) before the presentation of the goods and sends it to the customs office of clearance.
3. The user receives a customs decision and a processing notification with the job number (ATA number) from the customs office of clearance.
4. The user hands over the job number with the goods to the freight forwarder. The freight forwarder travels to the customs office of clearance and physically produces the goods there.
5. After the presentation of the goods, the user receives a second customs decision, an ATC number and a tax assessment from the customs office of clearance.

3.1 IPDC - Creating an Import Customs Declaration Preliminary (EZA)

This chapter describes how to create an Import Customs Declaration Preliminary (EZA) for Germany.



Restriction: To create a customs declaration, you need at least the following permissions:

- **CustomsDeclarationIMPORT > 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 **IMPORT**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **IPDC - Import Declaration Preliminary**.
6. Enter a unique **Reference-Number**.

 **Tip:**

- To automatically generate a serial number, click on the  button. The number can be included in a sequence of digits and/or letters.
- Only the following characters and special characters are permitted in a reference number: capital letters (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- You can use the **Template** field to select a template from which the data is transferred to your customs declaration.

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

Field	Descripton
Total Gross Weight	Total gross weight of all packages
Customs Office	Responsible customs office where the customs declaration will be cleared.
Country of Dispatch	Country from which the goods are consigned.
Federal State	Federal state in which the goods will be sent to their destination.
incomplete decl.	Is this an incomplete customs declaration?
Customs State	What is the customs status of the goods?
Statistical State	What is the statistical status of the goods?
Decl. Proc. Code	Declared procedure
D.V.1. Mark	Is information on the D.V.1 customs value declaration required? According to the UCC, a customs value declarant is required if the customs value of the imported goods per consignment exceeds the value of EUR 20,000.
Calculate Customs Value	If you activate the check box, the sum insured is automatically calculated in the D.V.1 data of the position. The requirement is that you have stored the customs attribute Transport insurance GER in the address master.
Repres. Type of Declarant	Type of representative
Cons. = Decl.	If the recipient and the declarant are the same person, select the value Yes .
Input Tax Ded.	Input tax deduction

Field	Description
Consignor	Address of the consignor of the goods. The consignor is the party dispatching the goods in accordance with the contract of carriage. The field must be completed in the following cases: <ul style="list-style-type: none"> In the Security field (General tab), the value 2 has been entered. The consignor is not the same as one of the other participants. The consignor is known to the technical creator of the export declaration.
Consignee	Address of the consignee of the goods item
Agent of Declarant	Address of the representative of the declarant of the goods
Payment Method	Payment method. If you select the value E or F , you must enter details of the deferment account on the tab Further Details .
Business Type	Nature of transaction
Delivery Terms	Type of terms of delivery according to Inco term. The value XXX means that the conditions contained in the contract must be specified exactly. If the terms of delivery are the same for all goods items, fill in the field at head level. If the terms of delivery are different for all goods positions, fill in the field per position.
Location	Destination or point of departure to which the terms of delivery apply.
Key	Key of the terms of delivery
Currency	ISO code of the currency
Inland conveyance ID	License plate or name of the means of transport on arrival (SAD box 18; MZSW Title II, section III)
Border Transport Mode	Mode of transport of the active crossing border means of transport
Type of Transport	Type of crossing border active means of transport
Automatic Sending	If the transit declaration data is to be sent automatically to the Import Message Platform (IMP), select the value Yes .
Email combo cus. dec./ tax assessment	Recipient email address to which the combined document customs declaration/tax assessment is sent. To be able to send the combined document, the Send email incl. document to email addresses specified in customs declaration action must be stored in the event handling of the company or organization unit. You can enter several email addresses separated by commas (up to 4096 characters).

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

 **Important:** The document area is not shown as a mandatory field in the ATLAS procedure. Enter the document code 4/N380 (commercial invoice), the invoice number and the date of the invoice for payments of duty on normal purchase transactions and when specifying a customs value. Failure to do so may result in rejection by customs during clearance.

- a) If required, fill in the field **Additional Remarks**.
 - b) To enter containers or documents, click in the table **Containers** or **Documents** on the icon **+**. The window **Edit a Containernumber** or **Edit a Document** opens.
 - c) Fill in at least the mandatory fields.
 - d) To enter another data record, click on the button **Add**.
 - e) To save the data, click on the button **OK**.
- 10.** To enter additional duty references, proceed as follows.
- a) In the table, click on the **Additional duty references** on the icon **+**. The window **Edit additional duty reference** opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

 **Tip:** If you fill in the field **Duty interested party** and the fields **Reference number** and **Function code** in the master address data, the data is taken from the master address data. The field **Reference number** is sent to ATLAS with the customs declaration.

Field	Descripton
Duty interested party	Address of the taxable person
Reference number	The reference number specifies additional duty references, for example the VAT identification number of the importer, the fiscal representative, the acquirer or the IOSS reference number in the IOSS (Import-One-Stop-Shop) procedure. It contains the function code for the role of the person involved. Example: FR1DE123456789 (FR1 = importer, DE123456789 = VAT number)
Function code	The function code indicates the role of the tax operator, which is specified in the reference number. Possible values are: <ul style="list-style-type: none"> • FR1 = importer • FR2 = acquirer • FR3 = fiscal representative • FR5 = Seller (for IOSS)

- c) To enter additional duty references, click on the button **Add**.
 - d) To save the additional duty references, click on the button **OK**.
- 11.** If you enter a tax reference in the field **Payment Method** on the tab **General** and you have selected one of the values **E** or **F**, you must enter details of the deferment account. Click on the tab **Deferment Accounts**. 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 31.

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

12. To enter previous documents, click on the tab **Preceding Papers** and select the tab **Prev. Doc. Type**. You have several options:
- To enter summary completions, select in the field **Prev. Doc. Type** the value **ATNEU**. You can find instructions on how to enter summary completions in the chapter *Recording completions for summary declaration* on page 34.
 - To terminate the customs warehouse in clearance for free circulation, select the value **AT-ZL** in the field **Prev. Doc. Type**. You can find instructions on entering of customs warehouse termination shares in the chapter *Recording warehouse completions* on page 35.
 - To enter AV completions, select the value **AT-AV** in the field **Prev. Doc. Type**. You can find instructions on entering AV completions in the chapter *Recording AV completions* on page 34.

The mandatory fields change depending on the previous document type.

13. To enter general data for the customs value declarant, click on the **DV1** 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	Descripton
D.V.1. Mark	Is information on the D.V.1 customs value declaration required? According to the UCC, a customs value declarant is required if the customs value of the imported goods per consignment exceeds the value of EUR 20,000.
Relatedness Details	<ul style="list-style-type: none"> • Mark indicating the relationship between seller and buyer. For values 1 and 2, you must enter an explanation of the relationship in the following field. • More detailed information on the specified relationship.
Restrictions as to the Disposition by	Restrictions on the use of the authorization. A restriction is set up for a commodity code or a country. If a restriction exists, a warning or error is displayed when you attempt to send.
Price subject to some condition	Are there any conditions or special services? If you select the value Yes you must fill in the field Condition Details .
License Costs	Are there any license fees? If you select the value Yes you must fill in the field Circumstances .
Sale Subject to the Proceeds	Is the purchase transaction linked to an agreement under which part of the proceeds from resales, other releases of goods or uses directly or indirectly benefit the seller? If you select the value Yes you must fill in the field Circumstances .
Calculate Import Tax Costs	The check box is activated by default. If you want to switch off the automatic calculation of import tax costs, deactivate the check box. Manual calculation of import tax costs can be useful for example when calculating air freight costs.



Important:

The customs office may dispense with the submission of a D.V.1 in the following cases:

- The customs value cannot be determined using the transaction value method in accordance with Art. 69 UCC.
- According to Art. 6 No. 5 a) UCC-TDA and Annex B, Chapter 3, Section 2, Note 20 UCC-DA: The customs value of the goods does not exceed EUR 20,000 per consignment, unless it concerns multiple consignments or a partial consignment from the same consignor to the same consignee.

 **Tip:**

- If you enter a value in the fields **IATA Airport** or **Place of Dispatch** this data is transferred to the items that still need to be entered when a new customs declaration is created. If the fields remain empty, you can transfer the data to all items on the tab **Item Details/DV1** . To transfer the data, right-click in the field. Select the entry  **Distribute to all DV1 items** from the context menu.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill in the field **Place of Dispatch**.

- Record the cost items in the position. You have several options:
 - Record the cost items on the **Item Details/DV1** tab.
 - Have cost items determined automatically using cost distribution.
 - Transfer cost items from a DV1 cost template.
- To transfer cost items from a DV1 cost template, click in the **...** **Actions** area on the **enrich DV1-Costs** entry.
 If there are DV1 cost templates that meet the conditions, the DV1 costs are generated and displayed on the **Item Details/DV1** tab in the **DV1 Cost Items** area.

 **Important:** If there is already a cost distribution for the specified charge code, the DV1 cost template is ignored.

 **Tip:** Further information on the DV1 cost template can be found in the chapter [DV1 cost templates](#).

- Click on the tab **Goods Items**.
The overview of all positions for this dossier is displayed.
- Click on the icon .
A new position is created.
- 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	Descripton
Commodity Code	Commodity code according to customs tariff
Description	Description of the goods
Net Weight	Net weight (net weight/weight of the goods without packaging) of the goods item in kilograms
Gross Weight	For the import, the gross weight is entered at head level. Fill in the field Total Gross Weight on the tab General . The field must remain empty at item level.
Pieces	Number of packages of the position
Type	Code of the packaging type. Valid values can be found via the search.
Marks	Marking on the package
Preceding Proc.	Previous customs regulation of the position, for example 00 - kein vorangegangenes Verfahren .

Field	Descripton
National Code	Specification of a Community procedure. Depending on the selected procedure, if required, also fill in the Tax Type field.
Tax Type	Mark for controlling the collection of import VAT and excise duties. The field may only be filled if a corresponding procedure has been selected in the field National Code . If required, check the customs code list I0100.
Customs Value	Customs value
Import Tax Costs (man.)	This field is used to record additional cost factors that are attributable to import tax costs. For example, this may be necessary for anti-dumping or inward processing. Enter the domestic transportation costs for FOB deliveries in this field.
Statistical Value	Statistical value
Manual entry	If you want to enter the statistical value manually, activate the check box.
Item Price	The invoice price of the goods declared for this position in the currency owed. When creating a new customs declaration, the value of the Invoice Price field of the General tab is transferred to the Item Price field of the 1st position. If several different positions are acquired, the value for all other positions must be changed manually.
Manual entry	If you want to enter the item price manually, activate the check box.
Country of origin	Country code of the country of origin of the goods. Fill in the field if the value in the field Pref. Type is 100.
Pref. Type	A preference type can be indicated, for example third country customs or general preference (GSP). This information is relevant for the levying of duties.
Preferential country of origin	Country code of the country of origin of the preference or the geographical area named in the certificate of origin. The field must be filled if the value in the field Pref. Type is greater than or equal to 200.



Tip:

- You can create an article from the **Article Code** field. You can find instructions in the chapter *Creating an article (fast entry)* on page 44.
- If you enter a preference type starting with 2, 3 or 4, you must enter evidence of direct consignment. To record evidence of direct consignment, click on the tab **Item Details/Documents** and add the document 4 / 7^{HHF}.
- Instructions for entering enclosures can be found in the chapter *Enter enclosure* on page 28.

19. To enter additional information (for example, information on tobacco tax, handling instructions), click on the tab **Item Details/Further Details**.

Tip:

- If tobacco tax is paid through the use of tax stamps during clearance for free circulation of tobacco products, enter in the field **Tobacco Duty ID** the number on the tax stamp.
- Enter handling instructions for the position in the field **Additional Remarks**.
- The indication of ingredients is only permitted if the field **customs quantity** is filled in.

Proceed as follows:

- If required, click on the icon **+** in the corresponding table.
A window 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**.
- 20.** To enter processing charges or special case data, click on the tab **Item Details/Special Case Data, PV**.

Field	Description
Inward Prov. Value Inc.	The processing fee or the increase in value (according to the currency indicator) as the assessment base for calculating the sales tax on re-importation after outward processing (Section 11 UstG).

Proceed as follows:

- In the table, click on the **Special Case Data** on the icon **+**.
The window **Edit special case data** opens.
 - Fill in at least the mandatory fields.
 - To enter another special case, click on the button **Add**.
 - To save the special case data, click on the button **OK**.
- 21.** To enter documents, click on the tab **Item Details/Documents**.

Tip:

- For preferential customs clearance, enter the proof of preference, for example a movement certificate. Failure to do so may result in discrepancies in the levying of duties by customs during clearance.
- Depending on the ECT, a warning may be displayed for specifying a Y document (for example 5/Y922). This warning does not mean that you have to specify a coding. If in doubt, clarify the specification of the document with your responsible customs office.
- To enter documents for multiple positions, click on the icon  in the overview of positions. You can find instructions on distributing documents in the chapter [Distribute documents](#) on page 41.

Proceed as follows:

- Click on the icon **+**.
The window **Edit a Document** opens.
 - Fill in at least the mandatory fields.
 - To enter another document, click on the button **Add**.
 - To save the document, click on the button **OK**.
- 22.** To enter dimensions for packages, click on the tab **Item Details/Dimensions**. Proceed as follows:
- Click on the icon **+**.
 - Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Descripton
Pieces	Number of pieces
Length	Length in cm
Width	Width in cm
Height	Height in cm
Over all	If the check box is activated, the dimensions were taken over all.
Volume	Display of the volume in m ³ . The value is calculated automatically when the dimensions are entered.

- c) To enter additional dimensions, click on the button **Add**.
 - d) To save the dimensions, click on the button **OK**.
23. To enter cost items depending on the transport type and terms of delivery, click on the tab **Item Details/DV1**.

 **Important:** You only need to enter the costs if you have selected the field **D.V.1. Mark** on the tab **DV1** with the value **1 = Angaben zur D.V.1 vorhanden**.

Proceed as follows:

- a) Click on the icon **+**.
- b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Descripton
IATA Airport	IATA code of the departure airport. An entry in this field is evaluated as a request for a split of the air freight costs in accordance with Annex 23-01 UCC. The value of the field is taken from the header data. If the field is not filled, the air freight costs (charge code LK) are not split.
Import Tax Costs (man.)	This field is used to record additional cost factors that are attributable to import tax costs. For example, this may be necessary for anti-dumping or inward processing. Enter the domestic transportation costs for FOB deliveries in this field.
Import Tax Costs (autom.)	The import tax costs determined from the D.V.1 data are displayed in this field. The value cannot be changed.
Import Tax Costs (Sum)	In this field, the sum of the Import Tax Costs (man.) and Import Tax Costs (autom.) fields is displayed. The value is transmitted to ATLAS.

**Tip:**

- Enter the data as follows:
 - Enter the **Cost Type 010 - Lieferkosten bis Ort des Verbringens (Beförderung)** as an overhead.
 - Enter the **Cost Type 014 - Beförderungskosten nach Ankunft am Ort des Verbringens** as a deduction.
 - Enter insurance premiums and loading costs as surcharges.
 - Enter anti-dumping duty or duty and tax for DDP deliveries as a deduction.
- If you have cost items that are to be distributed across all positions, use the cost distribution. You will find this on each position and can call it up via the icon .
- For the conversion rates, you can select the **Rate Type**.
- If you do not want to send a D.V.1 to customs, but want to use the functionality to calculate the customs value, click on the tab **General** and activate the check box **Calculate Customs Value** check box on the **General** tab.

24. 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 (preliminary) 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:
 - **IMDC - Import Declaration Complete (final)**
 - **IPDC - Import Declaration Preliminary**

25. To send the customs declaration, click in the area **...** **Actions** on the entry  **Send**.
26. 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 **Messages & Status** tab 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 46.



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

If the customs declaration is free of errors, customs sends a processing notification with a job number (ATA number). You can print out a docket with the ATA number sent by customs.



Tip: Instructions for printing the docket can be found in the chapter [Printing or emailing a document](#) on page 47.

27. To confirm the customs declaration (preliminary) manually, open the customs declaration from the overview **Customs declarations** with a double-click.
28. Click on the tab **Confirmation**.
The fields have been filled in from the customs response.
29. In the area **...** **Actions** click on the entry **Confirm customs declaration**.
The window **Confirming Customs Declaration** opens.
30. Click on the button **OK**.
31. Close the customs declaration.

If the customs declaration is free of errors, customs will send a customs decision with a job number (ATA number). After the presentation of the goods, customs sends a second customs decision, an ATC number and a tax assessment. The status of the customs declaration changes to **Decision Licence To Import** and **Notification Dues**. You can print out the tax assessment sent by customs.



Tip: You can find instructions on printing the tax assessment in the chapter *Printing or emailing a document* on page 47.

4 Consolidation of items in import customs declarations

This chapter describes the consolidation of items in import customs declarations.

In order to be able to consolidate items, the following requirements must be met:

- In the items, the **Commodity Code** field must not be empty. The values must match.
- The values of the supplement code lists must match in the items. In particular, the values of the following fields **Supplement 1 (S1)** and **Supplement 2 (S2)** must match.
- To avoid inconsistent values, items are only summarized if the activation or deactivation of the checkboxes **Manual entry** for the fields **Statistical Value** and **Item Price** match in each case.

Consolidation can be carried out in normal or simplified mode. The items can be consolidated in different ways depending on the consolidation mode. The consolidation mode is selected during consolidation. You can find instructions on consolidation in the chapter [Consolidating items of a customs declaration](#) on page 26.

Normal consolidation mode

In normal consolidation mode, the values of the following fields must match if they are specified in all items:

- **Article Code**
- **Article ID** (IMDS only)
- **Section Code** (IMDS only)
- **Description**
- **Type** (package)
- **Marks** (package)
- **Declared Procedure** (Since the value is taken from the header data, it matches for all items)
- **Preceding Proc.**
- **National Code**
- **Tax Type**
- **Currency** (Article price) (As the value is taken from the header data, it is the same for all items).
- **Country of origin**
- **Pref. Type**
- **Preferential country of origin**
- **Pref. Quantity Unit**
- **First quota**
- **Second quota**
- **Foreign Trade Quantity unit**
- **Batch Number**
- **Cost centre** (IMDS only)
- **Condition** (not IMDS)
- **Tobacco Duty ID**
- **Additional Remarks**
- **Place of Dispatch** (D.V.1)

If a field has been entered in one item and is empty in the other items, the value entered is transferred to the consolidation.

Simplified consolidation mode

In simplified consolidation mode, the values of the following fields must match if they are entered in all items:

- **Article Code**
- **Article ID** (IMDS only)
- **Section Code** (IMDS only)
- **Country of origin**

The other fields specified in the list for normal consolidation mode may have different values in simplified consolidation mode. The fields are left blank in the consolidated item.

Result of a consolidation

During consolidation, the fields are summarized as follows:

Field	Descripton
Net Weight	The values are added. If the field is empty, the value is interpreted as 0 kg.
Gross Weight	The values are added. If the field is empty, the value is interpreted as 0 kg.
Pieces (package)	The values are added.
Customs Value	The values are added.
Import Tax Costs (man.)	The values are added.
Statistical Value	The values are added.
Item Price	The values are added.
Prof. Quantity	The values are added.
Statistic Quantity	The values are added.

The customs quantities are added. If the **Quantity Unit** field is filled and matches, the customs quantities are added together. In this case, the quantities are added together. If the total is greater than 999,999,999.999, the entries are not combined.

The ingredients are appended. If the **Type** field is filled and matches, the ingredients are combined. Duplicate values are deleted.

The special values are appended. If the **Type** and **Value** fields are filled and match, the special values are summarized.

The excise duty data is appended. If the fields **Code**, **Unit** and **Percentage** are filled and match, the excise duty data is summarized. In this case, the quantities and values are added together. If the sum of the quantities or the sum of the values is greater than 999,999,999.99, the entries are not combined.

The EU codes are appended. Duplicate values are deleted.

The special case data is appended. If the **Group** and **Application Type** fields are filled and match, the special case data is summarized. In this case, the amounts are added together. If the total is greater than 9,999,999.99999, the entries are not combined.

The charge deductions are appended. If the **Charge deduction group** field is filled and matches, the PV reductions are summarized. In this case, the reduction amounts are added together. If the total is greater than 999,999,999.99, the entries are not combined.

The documents are attached and summarized under the following requirements:

- The **Area/Type** field must be filled for all items. The values must match.
- If the fields **Number**, **Date of Issue**, **Pres. Flag** and **Unit** are filled for all items, the values must match.

The documents are summarized as follows:

- The depreciation quantities are added together. If the total is greater than 999,999,999, the entries are not combined.
- If the fields **Number**, **Date of Issue**, **Pres. Flag** and **Unit** are empty for at least one item, the fields are left empty.

The dimensions are appended and summarized under the following requirements:

- The fields **Length**, **Width** and **Height** must be filled for all items. The values must be greater than 0. The values and units of measurement must match.
- The **Pieces** field must be filled for all items. The value must be greater than 0.
- The activation or deactivation of the **Over all** check box must match for all items.

The dimensions are summarized as follows: The quantities are added together.

DV1 cost items are summarized as follows:

- If they are manually created cost items, the cost items are appended. If the fields **Cost Type**, **Currency**, **Rate Type**, **Exchange rate**, **Date**, **Quotient (%)** and **+/-** match, the cost items are combined. In this case, the amounts are added together. If the total is greater than 999,999,999.99, the entries are not combined.
- If the cost items are created automatically (by the cost distribution key), the cost items are not processed. They are created automatically by the distribution function.

The DV1 cost distributions are not changed as they are header data. They are recalculated after consolidation. For an IMDS customs declaration, the estimated dues are recalculated for each item.



Important: If one of the following cases would occur as a result of the consolidation, the customs items are not consolidated:

- There are two entries with the same charge code in the list of DV1 cost items.
- The net weight or gross weight is greater than 999,999,999.9 kg.
- The customs value is greater than 999,999,999,99.99.
- The item price is greater than 999,999,999.99.
- The preferential quantity is greater than 999,999,999.
- The AH stat. quantity is greater than 999,999,999.99.
- There are no more than 5 unique customs quantities.
- There are no more than 3 unique ingredients.
- There are no more than 5 unique value declarations.
- There are no more than 3 unique excise data.
- There are no more than 99 unique EU codes.
- There are no more than 3 unique charge deductions.
- There are no more than 99 unique documents. A document is unique in the sense of the validation with regard to the fields **Area/Type**, **Number** and **Date of Issue**.
- There are no more than 99 dimensions.

4.1 Consolidating items of a customs declaration

This chapter describes how to consolidate goods items of a customs declaration.

- You have opened a customs declaration for which goods items are to be consolidated.
 - You have already acquired the goods items for the customs declaration.
1. Click on the **Goods Items** tab.
 2. Click on the icon . The **Consolidation** window opens.
 3. To select the simplified consolidation mode, activate the **Simplified mode** check box. If you deactivate the check box, the normal consolidation mode is executed.



Tip: Further information on consolidation can be found in the chapters [Consolidation of items in import customs declarations](#) on page 24 or [Consolidation of items in export declarations](#) depending on the procedure.

4. Click on the **OK** button.
The items are consolidated depending on the consolidation mode. A confirmation message is displayed.
5. Click on the button **OK**.
6. To save the consolidation of the items, click on the  **Save** entry in the **...** **Actions** area.



Tip: If there are completions, the customs declaration is saved and reopened during consolidation.

You can undo the consolidation. You can find instructions in the chapter [Undoing consolidation](#) on page 27.



Important: If it is an export declaration with completions, the consolidation cannot be undone.

4.2 Undoing consolidation

This chapter describes how to consolidate goods items of a customs declaration.

- You have opened a customs declaration for which goods items have been consolidated.
 - You have opened the **Goods Items** tab.
1. Click on the icon .
The **Undo last consolidation** window opens.
 2. To undo the consolidation and restore the goods items, click on the **Yes** button.
The items are restored. A confirmation message is displayed.
 3. Click on the **OK** button.
 4. To save the customs declaration, click on the  **Save** entry in the **...** **Actions** area.

5 Enter enclosure

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

You have opened an import customs declaration for which enclosure are to be acquired.



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

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

Field	Descripton
Net Weight	Net weight of the main packing item
Gross Weight	The gross weight is acquired at head level for the import. Fill in the Total Gross Weight field on the General tab. The field must remain empty at item level.
1st Package: Pieces	Number of package(s). The value must be greater than 0.
Type	Code of the packaging type.
Marks	Marking of the package/packages

3. To add a packing item, click on the icon .
A new item is created.
4. Fill in at least the mandatory fields of the packing item.

Field	Descripton
Net Weight	Net weight of the additional packing item
Gross Weight	The field must remain empty.
1st Package: Pieces	The field must remain empty.
Type	The field must remain empty.
Marks	The field must remain empty.

5. Add further items if required.
6. Click on the  **Save** entry the **...** **Actions** area.

6 Import declaration (preliminary) with automatic confirmation from the IMP

Goods that are imported via the port of Hamburg can be automatically confirmed with the import declaration (preliminary) using the Import Message Platform (IMP). The requirement is that a disposal has been transmitted to the IMP in which the customs declarant is named.

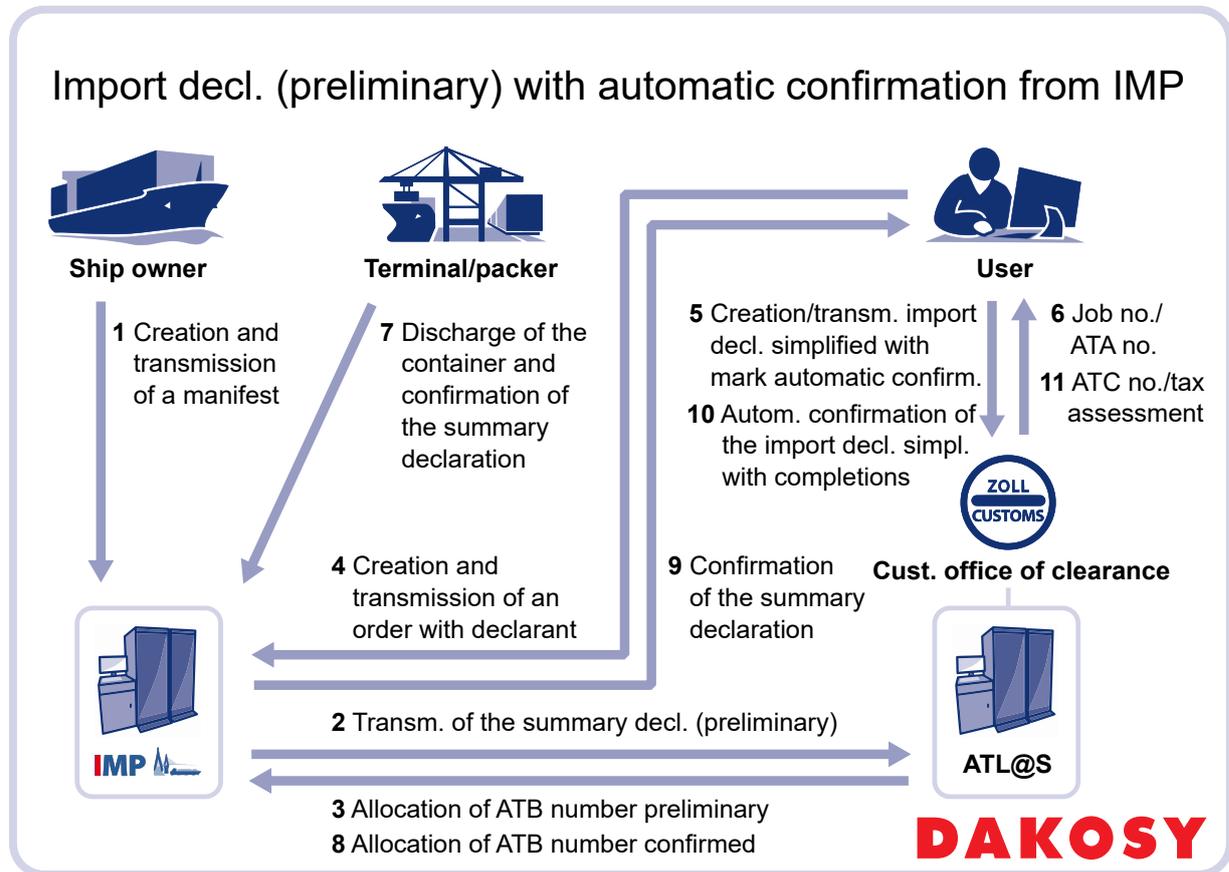


Figure 3: Import declaration (preliminary) with automatic confirmation from the IMP

1. The carrier creates a manifest and sends it to the Import Message Platform (IMP).
2. The IMP generates a summary declaration (preliminary) from the manifest data and sends it to ATLAS.
3. ATLAS assigns a ATB number preliminary.
4. At this point at the latest, the user creates a disposal in which he specifies the customs declarant (company ID with which the import declaration is sent). The user sends the disposal to the IMP. Further information can be found in the chapter *IMP Verfügung erstellen*.
5. The user creates an import declaration (preliminary) with the mark for automatic confirmation and sends it to the customs office of clearance. Further information can be found in the chapter *IPDC - Vorzeitige Zollanmeldung (EZA) erstellen*.
6. The user receives a customs decision from the customs office of clearance and an acceptance of the import declaration with a job number (ATA number).
7. The terminal discharges the container and confirms the summary declaration.
8. ATLAS sends a temporary storage message to the IMP.
9. After confirmation of the summary declaration, the user receives a message from the IMP.
10. This message automatically generates a confirmation of the import declaration (preliminary) with the corresponding completions, which is sent to the customs office of clearance.
11. The user receives a second customs decision, an ATC number and a tax assessment from the customs office of clearance.

6.1 Creating an IMP disposal

This chapter describes how to create a disposal for the Import Message Platform (IMP). With the help of a disposal in the IMP, you have the option of having a customs declaration (preliminary) confirmed automatically.

1. Select the menu entry **Start** >  **Seafreight Import**.
2. In the  **Overviews** area click on the **IMP Disposal** entry.
The **IMP Disposal** overview opens.
3. In the  **Related actions** area click on the **+ Create new Disposal** entry.
The **New disposal** window opens.
4. Enter a unique **Shipment-Number** enter.



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

5. Select the **Port of Discharge** from the drop-down menu and click on the **OK** button.



Tip: You can use the **Template** field to select a template from which the data will be transferred to your disposal.

6. Fill in at least all mandatory fields on the **General** tab. You can recognize mandatory fields by the validation messages; they may change depending on your entries.
7. Click on the **Goods** tab.
The overview of all positions of this dossier is displayed. The goods are sorted by **Container** and **Unassigned Goods** separated.
8. To acquire a container, click on the icon .



Tip: If you create multiple containers, multiple disposals are created automatically.

A new position is created.

9. Fill in at least all mandatory fields of the **Container** tab.
10. In the  **Actions** area click on the  **Send** entry.
You will receive a provisional ATB number from IMP.
11. The provisional ATB number is displayed on the **Goods/Imp-Details** tab.
12. Create a customs declaration (preliminary). Enter your provisional ATB number as a previous document as follows:



Tip: For more information on creating a customs declaration (preliminary), see the chapter [IPDC - Creating an Import Customs Declaration Preliminary \(EZA\)](#) on page 13.

- a) Click on the **General** tab.
- b) In the **Automatic Sending** field, select the value **Yes**.
- c) Click on the **previous document type** tab.
- d) In the **Prev. Doc. Type** field, select the value **ATNEU - Summarische Anmeldung im IT-Verfahren ATLAS, Verfahrensbereich SumA**.
- e) In the **Type of Identification** field, select the value **REG-Registriernummer-/ Positionsnummer-bezogene Identifikation**.
- f) To add a new **SumA Completions** click on the icon .
- g) Fill in at least all mandatory fields. Enter the provisional ATB number in the **Customs Reference** field.
- h) Click on the **OK** button.

As soon as the container has been discharged, the ATB number receives the status **Accept**. Your customs declaration (preliminary) is automatically confirmed.

7 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 **Country** and **Account type** fields. Click on the **OK** button.



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
Deferment Account	Account number of the deferment account
Deferment Type	Type of deferment account
own flag	Type of deferment request
Office	The federal cash office, the central customs office, for example "HH" for Hamburg.
BIN	Deferment user identification number provided by the central customs office
BIN repetition	Re-enter the deferment user identification number provided by the central customs office to check the entry.
Description	Free description of the deferment 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 **Type** field.
 - To exclude a branch, select the value **Ausschluss** for the **Type** field.
 - d) Click on the **OK** button.
The restriction is displayed in the **Restrictions** area.
8. To create a deferment account (single administrative document) for Germany, fill in the following fields:

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

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

7.1 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 follow-up account needs to be created for this. If the deferment account is already referenced, you can proceed as follows:

- 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).
- 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 33.

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

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

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

7.2 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 **Create succeeding deferment account** entry in the **Related actions** area.
The **create successor account** window opens.
7. Change the data if required.

Field	Descripton
valid from (old)	Original date from which the deferment account was valid
valid to (old)	Original date until which the deferment account was valid
valid from (new)	New date from which the deferment account is valid
valid to (new)	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 **valid from (new)** and **valid to (new)** fields 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 **Save** entry in the **... Actions** area.
The deferment account is displayed in the **Trader/Deferment account** tab.

8 Completions

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

8.1 Recording AV completions

This chapter describes how to record completions for inward processing.

You have opened a customs declaration for which one or more AV completions should be recorded.

1. Click on the **AV Completions** or **Other Completions** tab.
2. Fill in the **Authorization-number** field.
3. To record a customs reference, click on the icon **+**.
The **Inward Processing/Conversion** window opens.
4. Fill in at least the mandatory fields.

Field	Description
Registry Number	Customs reference of the completions
Sequence Number	Item number for the customs reference number of the completions
access Atlas	Has the referenced incoming goods been registered with ATLAS?
Goods Info	Goods-related information, for example commodity code, quantity dispatched and goods details

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

8.2 Recording completions for summary declaration

This chapter describes how to record completions for the summary declaration.

You have opened a customs declaration for which one or more summary declaration completions should be recorded.

1. Click on the **SumA Completions** or **Summary Transition** tab.
2. Select the **Type of Identification** tab.
3. Click on the icon **⌂**.
The **Available Depositings** window opens.
4. To restrict the display of ATB numbers, enter search criteria. Click on the **Search** button.



Tip: If you activate the **only available packages** check box, only custodians with an available quantity greater than 0 (zero) are displayed.

The ATB numbers are displayed in the table.

5. You have several options:
 - To select an ATB number, select the ATB number in the table.
 - To select several ATB numbers, press and hold the CTRL key and select several ATB numbers.
 - To select several consecutive ATB numbers, highlight the first ATB number, press and hold the Shift key and select the last ATB number.
6. Click on the **OK** button.

The completions are displayed in the table.

7. Alternatively, you can enter an ATB number. Proceed as follows:
 - a) Click on the icon . The **SumA Completions** window opens.
 - b) Fill in at least the mandatory fields.

Field	Descripton
Customs Reference	Customs reference number of the completions. The structure of the customs reference is as follows: <ul style="list-style-type: none"> • ATLAS identifier (3 digits) • Number for the ATLAS identifier (2-digit) • Sequence number (6 digits) • Month (2-digit) • Year (4 digits) • the user customs office (4 digits) Beispiel: ATB150001230620205866
Customs Item	Item number for the customs reference of the completions
package count	Number of packages of the completions

- c) To record another ATB number, click on the **Add** button.
 - d) To save the completions, click on the **OK** button. The completions are displayed in the table.
8. Depending on the company settings, you can copy ATB15 numbers. You have several options.
9. To copy an ATB15 number, proceed as follows:
 - a) Select the ATB15 number in the table.
 - b) Click on the icon . A new line with the copied ATB15 number is displayed.
 - c) Click on the icon . The **SumA Completions** window opens.
 - d) Fill in at least the **Customs Item** and **package count** fields.
10. To copy an ATB15 number several times, proceed as follows:
 - a) Select the ATB15 number in the table.
 - b) Click on the icon . The **Copy ATB15-No incl Items** window opens. In the **From Item Number** field the next position is displayed.
 - c) Change the value in the **From Item Number** field if required and fill in at least the **to** field.
 - d) Click on the **OK** button. A line is displayed in the table for each copied position.

8.3 Recording warehouse completions

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

You have opened a customs declaration for which one or more warehouse completions should be recorded.

1. Click on the **Warehouse Completions** or **Other Completions** tab.
2. If inventory management is carried out via DAKOSY GE, click on the icon .



Tip: Examples of inventory management via DAKOSY GE:

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

The **Inventory** window opens.

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



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

Proceed as follows:

- a) Fill in the **Authorization Number** field.
- b) Click on the icon **+**.



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

The **Completion Customs Warehouse** window opens.

- c) Fill in at least the mandatory fields.

Field	Descripton
Registry Number	Customs reference of the completions
Sequence Number	Item number for the customs reference number of the completions
Article Number	Commodity code
access Atlas	Has the referenced incoming goods been registered with ATLAS?
Issue Account	Quantity of goods withdrawn from the customs warehouse
Issue unit	Key for the unit of measurement or quality for the quantity of goods leaving
Inventory reservation mandatory	<p>If inventory management is managed via DAKOSY GE, the check box is activated. You can deactivate the check box in exceptional cases and acquire a customs reference manually.</p> <p>The activation of the check box is checked depending on the settings for the company. If the check box is not activated but a stock reservation is to be made, cancel the dossier and enter the completions using the icon Add multiple warehouse completions.</p>

- d) To record another customs reference, click on the **Add** button.
- e) To save the completions, click on the **OK** button.

The completions are displayed in the table. The selected inventories are reserved.

9 Calculating the supplement

This chapter describes how to calculate the supplement (Meursing code).

If the good contains milk, flour or sugar, the duty rate depends on the recipe of the product. The decisive factor here is the percent (%) of milk fat, milk proteins, starch or sugar contained in the product.

1. You have several options for calculating a supplement:
 - You can calculate the supplement in the **Commodity Codes** overview.
 - You can have the supplement calculated in a position of an import customs declaration (customs declaration type IMDC or IMDS) and transfer it to the customs declaration.
2. To calculate the supplement in the **Commodity Codes** overview, proceed as follows:
 - a) Select the menu entry **Maintenance > Customs > Customs germany > Customs Tariff**. The **Commodity Codes** overview opens.
 - b) Click on the **Calculate supplements** entry in the **Related actions** area. A window opens.
3. To calculate the supplement in a customs declaration position, proceed as follows:
 - a) In the customs declaration, click on the **Item Details/Further Details** tab of the corresponding position in the customs declaration.
 - b) In the **Supplements** table click on the icon **+**.
 - c) Click on the **calculate** button. A window opens.
4. Fill in all fields.

Field	Descripton
Valid date	Date on which the supplement is valid. The current date is displayed. You can change the date.
Milk fat	Milk fat in percent. Enter a value from 0.00 to 99.99.
Starch	Starch in percent. Enter a value from 0.00 to 99.99.
Milk protein	Milk protein in percent. Enter a value from 0.00 to 99.99.
Saccharose	Protein in percent. Enter a value from 0.00 to 99.99.

5. To calculate the supplement, click on the **calculate** button.
6. To transfer the supplement to the customs declaration, proceed as follows:
 - a) Click on the **OK** button. The supplement is displayed in the **Additional Code Type** field.
 - b) To add or calculate another supplement code, click on the **Add** button.
 - c) To save the supplement, click on the **OK** button. The supplement code is displayed in the table.

10 Cost distribution

This chapter describes how to work with the cost distribution.

Cost distribution can be used to distribute charge codes to the items of an import customs declaration. The distribution is carried out according to a selected parameter, for example according to the number of packages or the volume.



Important: In order to carry out a correct distribution, the fields in the item data must be filled accordingly.



Tip: You can send lists from the cost distribution as a CSV file by email.

10.1 Carrying out cost distribution

This chapter describes how to carry out a cost distribution.

- You have opened a customs declaration for which a cost distribution is to be acquired.
 - You have already acquired the customs declaration data, in particular the item data.
1. You have several options for opening the cost distribution:
 - To carry out a cost distribution at head level, click on the **DV1** tab.
 - To carry out a cost distribution at item level, click on the **Item Details/DV1** tab.
 2. Click on the icon **+** of the **Cost distributions** table.
 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 may change depending on your entries.

Field	Description
Cost Type	Type of costs. Charge codes in a customs declaration are costs that are added for the calculation of the customs value. Depending on the terms of delivery entered in the header data, costs are added or deducted.
Amount	Amount of the costs. Enter the value on which the customs value calculation is based.
Currency	ISO code of the currency
Rate Type	Type of exchange rate. The customs exchange rate is displayed as standard. If required, select a different exchange rate type and, depending on the selected exchange rate type, enter the exchange rate in the Exchange rate field. The following applies to the customs exchange rate: If a customs declaration (preliminary) is created, the customs day rate is used to calculate the customs costs. If the preliminary customs declaration is confirmed, the current exchange rate is set with the confirmation of the preliminary customs declaration by ATLAS.
Exchange rate	Exchange rate of the currency. If you select the value 03 - Kursvereinbahrung Zoll in the Rate Type field, the field is activated for input.

Field	Descripton
Distribution	How should the costs be distributed in the customs declaration? The costs can be distributed depending on field values in the item data. In order to be able to carry out a correct distribution, the fields in the item data must be filled accordingly.



Tip: If you select the value **012 - Lieferkosten bis Ort des Verbringens (Versicherung)** in the **Cost Type** field, you have two options:

- Enter the value of the insurance costs in the **Amount** field.
- To calculate the percentage share, enter the value of the commercial invoice in the **Amount** field. You will find an example at the end of the instructions.

4. To create another line for the cost distribution, click on the **Add** button.

5. To save the line for the cost distribution, click on the **OK** button.

The row is displayed in the **Cost distributions** table.

In the **Amount** column of the cost item, the value used for the calculation is displayed. In the **In Ref. Currency** and **Conv. amount** columns, the value of the cost item and the value of the cost item in euros is displayed.



Important: If you delete positions or add charge codes, the changes are not automatically taken into account in the cost distribution. To recalculate the cost distribution, click on the icon

Example

For example, to calculate the percentage share of 0.03 percent of the insurance costs for a commercial invoice for 10,000 euros, proceed as follows:

1. Select the charge code **012 - Lieferkosten bis Ort des Verbringens (Versicherung)**.
2. In the **Amount** field enter the value 10000.
3. In the **Currency** field enter the value **EUR - Euro**.
4. If required, change the value in the **Rate Type** field.
5. In the **Distribution** field, select the parameter according to which the distribution should take place.
6. In the **Quotient (%)** field, enter the value 0.03.
7. Click on the **OK** button.

11 Distribute documents

This chapter describes how to distribute documents to the goods items of a customs declaration.

You have already acquired the goods items for the customs declaration.

1. Select the menu entry **Start** > ⊖ **Customs declarations**.
2. In the area ▲ **Overviews** click on the entry ● **Customs declarations**.
The tab **Working With Customs Declarations** opens.
3. Open the customs declaration with a double-click.
4. Click on the tab **Goods Items**.
5. Click on the icon 📄. Alternatively, you can distribute documents from the overview **Working With Customs Declarations**. Proceed as follows:
 - a) Select the customs declaration in the overview **Customs declarations**.
 - b) In the area ⋮ **Actions** click on the entry 📄 **Distribute documents**.
The window **Distribute documents** opens.
6. Select the items for which you want to add a document. You have several options:
 - To select several items, hold down the CTRL key and click on the corresponding items.
 - To select several consecutive items, click on the first item, hold down the Shift key and click on the last item.



Tip: If you want to distribute documents to all items, you do not need to select the items. This function is carried out via a separate button.

7. To add a document, click on the icon in the table **Supporting Documents** on the icon +.
The window **Edit a Document** opens.
8. Fill in at least the mandatory fields. Depending on the procedure, different fields can be filled. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Descripton
Area/Type	Area/type of document
Type	Type of document
Number	Number of the document
Reference	Identification number of the document, for example the invoice number for an invoice
Additional	Additional information on the 1st document
Date of Issue	Date on which the document was issued
Pres. Flag	Is the document available?
End of Validity	Date of last validity of the document
Detail	Details of the document or reference
Account	Value for the document
Amount of Amortization	Quantity to be depreciated
Unit	Key for the unit of measurement for the quantity

9. Click on the button **OK**.
The window **Distribute document** opens.
10. If you want to add the document for all items, click on the button **All Items**.
The document is added to the table **Goods Items** of each item.
11. If you want to add the document for the selected items, click on the button **selection**.
The document is added in the table **Goods Items** to the previously selected item.
12. To save the distribution of the documents, click on the button **OK**.
The documents are displayed on the tab **Item Details/Documents** of the items.

12 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 **+ New** entry in the **...** **Actions** area. 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	Descripiton
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an article, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article can be used.
Valid to	Date up to which the article can be used. If the date is before the current date, the article is not displayed when selecting via the Article Code field.
Volume per package	Volume per package

4. Enter optional translations for the goods description. To add a new translation, proceed as follows:
 - a) In the **Goods description (Translations)** area, 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 **Goods description (Translations)** area.
5. To acquire dangerous goods data for the article, click on the **Dangerous** tab and fill in the fields.
6. To acquire data for the shipment, click on the **Cargo** tab and fill in the fields.
7. To acquire data for customs declarations, click on the **Customs** tab.



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

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

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



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

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

12.1 Creating an article (fast entry)

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

1. Select the menu entry **Maintenance > Commodity codes**.
The **Commodity codes** overview opens.
2. Click on the **+ New (Quick)** entry in the area **... Actions** area. 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 **+ Create article** entry.

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

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

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

4. You have several options:
 - To save the article and acquire 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.

13 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.

14 Printing or emailing a document

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

You have selected a dossier or a document.

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

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

i **Tip:** You can also print older messages for a customs declaration. You can find instructions on printing a message in the chapter *Printing or emailing a message* on page 48.

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

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

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

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

Field	Description
Email bcc	Email address of the recipient 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  Open text dialog entry 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 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 **Page Sizing & Handling** with the value **100 %**.

14.1 Printing or emailing a message

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

The print dialog *Printing or emailing a document* on page 47 is based on the current database of the customs declaration. To be able to print multiple incoming messages, a print can be created on the **Messages & Status** tab, a printout can be created for each incoming message.

The 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**
- **CUSREV - Information zur Stornierung eines Bescheids über Einfuhrabgaben**
- **FINTAX - Bescheid über die abschließende Festsetzung von Einfuhrabgaben**
- **NFFTAX - Gründe für die nicht abschl. Festsetzung von Einfuhrabgaben**

1. Open the **Messages & Status** tab of the customs declaration.
2. Select the message inbox.
3. Click with the right mouse button.
4. Select the  **print** entry from the context menu.
The **Reprint: Documents** window opens.
5. In the **Unassigned DocumentTypes** area, 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	Descripton
Preview	The document is displayed as a PDF file in Adobe Acrobat Reader.
Save document	The document is saved and archived in the document filing system.
Language	Language in which the document is output
print	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection print is displayed. If several printers have been set up and you activate the check box, a window opens. Select a printer and click on the OK button. The document is printed directly on the corresponding printer.
Printer	Name of the printer on which the document will be printed
Copies	Number of copies to be created.
Tray (1. page)	Name of the paper tray that is addressed for the 1st page
Tray (following pages)	Name of the paper tray that is addressed for the following pages
Scale	How should the page be customized?
Two-Sided printing	Should double-sided printing be used?
Email	The document is consigned as a PDF file attached to an email.
Email to	Email address of the recipient
Email cc	Email address of the recipient of a copy
Email bcc	Email address of the recipient 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  Open text dialog entry 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 **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.

7. If required, select another document type and repeat the previous step.
8. To create the forms, 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 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 **Page Sizing & Handling** with the value **100 %**.

15 Contact information

You will find contact information in this chapter.

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

Questions about DAKOSY GE

- Contact: DAKOSY-Servicedesk
- Phone: [+49 40 37860990](tel:+494037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Technical questions customs

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

Technical questions ATLAS

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